



ALAMEDA COUNTY CONGESTION MANAGEMENT AGENCY

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ALAMEDA COUNTY TECHNICAL ADVISORY COMMITTEE

Tuesday, March 7, 2006 1:30 p.m.
CMA Offices – Board Room
1333 Broadway, Suite 220
Oakland, CA 94612
(See map on reverse side)

Chairperson: Dennis R. Fay
Staff Liaison: Frank R. Furger
Secretary: Claudia Magadan

AGENDA

Copies of individual Agenda Items are available on the CMA's Website

1.0 PUBLIC COMMENT

Members of the public may address the Committee during "Public Comment" on any item not on the agenda. Public comment on an agenda item will be heard when that item is before the Committee. Anyone wishing to comment should make his or her desire known to the Chair.

2.0 CONSENT CALENDAR (+) Acceptance

1:30 p.m.

2.1 Minutes of February 7, 2006* (page 1)

Action

2.2 Deputy Directors' Report* (page 7)

Information

3.0 ACTION ITEMS

3.1 CMA Exchange Program: Quarterly Status Report* (page 17)

Discussion/Action

ACTAC is requested to review and approve the attached Quarterly Status report for local projects programmed in the CMA Exchange Program.

3.2 CMA TIP: I-580 Soundwall Design Projects

Discussion/Action

The CMA Board approved \$1,017,000 of CMA TIP funds to complete the design of freeway soundwalls along I-580 in San Leandro (Estudillo to 141st) and Oakland (14th and Ardley) as part of the overall 2006 STIP programming strategy. An RFP for the work has been released with proposals due to the CMA on February 27th. CMA staff will analyze the proposals received to confirm that the initial budget, provided by Caltrans, will be sufficient to complete the work. Additional information on this item will be presented at the meeting.

3.3 Bicycle/Pedestrian/TFCA Programming:

Release of a Request for Project Information

Information/Discussion

Based on discussion at the February ACTAC meeting, CMA staff proposes to release a request for information (RFI) for bicycle/pedestrian/TFCA projects. A draft RFI form and guidance will be available for review at the ACTAC meeting. Information will be requested to be submitted by March 24th. The submitted information will be discussed at the April ACTAC meeting.

3.4 Information on the 2007 TIP Development Process * (page 19)

Information/Discussion

ACTAC is requested to review the attached information regarding the 2007 TIP development. The TIP will cover the four year period of federal fiscal year (FFY) 2006-07 through FFY 2009-10. MTC is requesting that project sponsors review and update their TIP listings through the WebFMS system. Project listings will be made available for editing starting Monday, March 27, 2006. The CMA is requesting that this review and update process be completed by Monday, April 3, 2006.

3.5 SMART Corridors O&M Strategy* (page 23)

ACTAC is requested to review and comment on the [Draft Report](#) on SMART Corridors Operating and Maintenance Funding Constraints and Opportunities. The Report will be E-mailed to you within the next several days. The Report identifies the amount of funding remaining to meet O&M expenses, the rate at which these funds will be drawn down and strategies for meeting these expenses in future years. The Report identifies alternatives to generate “new” revenue as well as strategies to fund these expenses within existing revenues.

4.0 NON-ACTION ITEMS

4.1 TFCA: Timely Use of Funds Report* (page 27)

Discussion/Action

Attached is a listing of the locally sponsored TFCA projects. ACTAC is requested to review and confirm the project specific information included in the report. Updates to the project information should be faxed to the ACCMA to the attention of the project monitoring team. Project sponsors are requested to provide documentation related to the status of the required activities shown on the report by March 17th. This information will be the basis of the At Risk Report brought to the committees and the Board in April.

4.2 Countywide Pedestrian Plan – Update from ACTIA* (page 33)

Information/Discussion

ACTIA requests feedback from ACTAC on the draft countywide pedestrian capital project priorities. ACTIA and its consultant have been working on the development of the first Countywide Strategic Pedestrian Plan, to be completed by July 2006. To date, the draft vision, goals and strategies have been developed, and the Existing Conditions and Institutional Obstacles chapters have been drafted. Currently underway are the development of countywide pedestrian capital and program priorities, the funding chapter, and a toolkit of resources to assist local agencies in improving the pedestrian environment. ACTIA has been working closely with the Pedestrian Plan Working Group and the Bicycle and Pedestrian Advisory Committee, in the development of all of these documents. Similar to the Countywide Bicycle Plan, these priorities will be used to assist in determining eligible projects for countywide pedestrian funds. The attached memo, which describes the proposed approach, was provided to the Pedestrian Plan Working Group at their February 22 meeting. Their comments and proposed modifications will be presented verbally to ACTAC.

4.3 MTC Revised Regional Project Funding Delivery Policy

For SAFTEA STP and CMAQ funds MTC Resolution 3606 Revised (page 43)

Information/Discussion

Project managers at sponsoring agencies and ACTAC representatives are encouraged to review the attached packet from MTC regarding revisions to the Regional Project Funding Delivery Policy (MTC Reso. 3606) that were reviewed at the February 27, 2006 Partnership Technical Advisory Committee.

4.4 I-580 TMP/Advance Elements Project

Information/Discussion

CMA staff has been working cooperatively with the staff of all participating agencies in Tri-Valley I-580 Corridor to develop strategies to minimize the impact of the construction of the Eastbound I-580 Interim HOV lane project. The CMA will negotiate and execute all necessary agreements with the Cities of Dublin, Livermore and Pleasanton and Alameda County to enter, construct, operate and maintain TMP/Advance Elements within their jurisdictions. The project will be integrated with the East Bay SMART Corridors program and Bay Area 511 to disseminate real-time traffic information to public and transportation agencies. The integration with the East Bay SMART Corridors program marks the expansion of the program in the Tri-Valley Area. Additional information on this item will be available at the meeting.

5.0 LEGISLATION ITEMS

There are no reports this month.

6.0 OTHER BUSINESS/ADJOURNMENT

NEXT MEETING: April 4, 2006 CMA Office, 1333 Broadway, Suite 220, Oakland, CA 94612.

- (#) All items on the agenda are subject to action and/or change by ACTAC.
- (+) At the meeting CMA staff will not review the contents of written communications included in the Consent Calendar. Acceptance of the Consent Calendar implies understanding of its contents and approval of items, as appropriate. You are encouraged to read the materials in advance of the meeting.
- * Attachments enclosed.
- ** Materials will be available at the meeting.
- ✓ Materials are enclosed as a separate attachment to the agenda.

PLEASE DO NOT WEAR SCENTED PRODUCTS SO INDIVIDUALS WITH ENVIRONMENTAL SENSITIVITIES MAY ATTEND.

ALAMEDA COUNTY TECHNICAL ADVISORY COMMITTEE
MINUTES OF FEBRUARY 7, 2006
OAKLAND, CA

1.0 PUBLIC COMMENT

There was no public comment.

2.0 CONSENT CALENDAR

2.1 Minutes of January 3, 2006

2.2 Deputy Directors' Report

Todd informed ACTAC that an e-mail was sent out last week by Jacki Taylor of Advance Project Delivery regarding the TIP being updated. MTC is requesting a list of new air quality non-exempt projects due to the CMA by Friday, February 10, 2006.

Todd informed ACTAC that there are certain earmarks contained in SAFETEA authorization with a survey being circulated. If any received a survey about pooling the earmark money together Todd would like to coordinate a countywide response on this issue.

Walukas provided ACTAC with a brief update on the RideNow program. She informed ACTAC that the Task Force recommended that there be a full blown marketing effort to get the volume up in the program. This item will be going to Plans and Programs for a budget amendment to do the original marketing effort and then on to the Board for approval. The report will be brought to the committees in June 2006.

A motion was made by Carmichael-Hart to approve the consent calendar; Odumade made a second. The motion passed unanimously.

3.0 FUNDING PROGRAM AND PROJECT DELIVERY CMP/CWTP/RTP ACTION ITEMS

3.1 Federal STP/CMAQ Funds: Cycle 3 Projects

Todd requested ACTAC to review and approve the final program of projects for the Cycle 3 Local Streets and Roads Shortfall (Cycle 3 LSR) program projects. A motion was made by O'Hare to approve the final projects for the Cycle 3 LSR; a second was made by Odumade. The motion passed unanimously.

3.2 Federal STP/CMAQ Program: At Risk Report

James O'Brien of Advance Project Delivery requested ACTAC to review and approve the attached Quarterly At Risk report for local projects programmed in the STP/CMAQ Program. A motion was made by Cooke to approve the Quarterly At Risk report; a second was made by Carmichael-Hart. The motion passed unanimously.

**3.3 State Transportation Improvement Program:
Quarterly At Risk Report**

James O'Brien of Advance Project Delivery requested ACTAC to review and approve the attached Quarterly At Risk report for local projects programmed in the State Transportation Improvement Program. A motion was made by Carmichael-Hart to approve the Quarterly At Risk Report; a second was made by Odumade. The motion passed unanimously.

**3.4 2006 State Transportation Improvement Program (STIP):
Final Program of Projects**

Todd requested ACTAC to review and approve the adjustments to the 2006 STIP Program. A motion was made

by Vinn to approve the adjustments to the 2006 STIP program; a second was made by Nichols. The motion passes unanimously.

Staff recommended moving to **Agenda Item 4.1**. The Committee agreed.

**4.1 CMA Exchange Program:
Preliminary Quarterly Status Report**

James O'Brien of Advance Project Delivery requested ACTAC to review and confirm the project specific information included in the locally sponsored CMA Exchange projects. O'Brien asked that updates to the project information should be faxed to the ACCMA to the attention of the project monitoring team. Project sponsors are requested to provide documentation related to the status of the projects on the report by Friday, February 17th. This information will be the basis of the CMA Exchange Projects Quarterly Status Report brought to the committees and the Board in March, 2006. This item was for information only.

**4.2 Quarterly Update for the Land Use Analysis Program Element of the
Congestion Management Program**

Suthanthira requested ACTAC to review the CMP Land Use Analysis Program that was the attached spreadsheet and 1) Make sure that all of your projects are included, 2) If any project is complete inform us to change the status, 3) Confirm that the information presented is accurate. She requested that the deadline for input to CMA be February 28, 2006. This item was for information only.

3.5 City of Piedmont Request: Funding for Grand Ave Signal Project

Furger requested ACTAC to take action on this request of assistance from the CMA in bridging the funding gap of approximately \$221,700. Furger introduced Larry Rosenberg of the City of Piedmont who informed the ACTAC members of the details of the project. A motion was made by Nichols to approve the request for assistance; a second was made by Parker. The motion passed unanimously.

4.0 NON-ACTION ITEMS

**4.3 Coordinated Programming for Bicycle and Pedestrian
Oriented Fund Sources Information**

Todd requested that ACTAC review and comment on the issues associated with the coordination of ACTIA Measure B Discretionary, Regional Bike/Pedestrian, and TFCA Exchange funds. This item was for information only.

**4.4 MTC Revised Regional Project Funding Delivery Policy
For SAFTEA STP and CMAQ funds MTC Resolution 3606 Revised**

Todd informed ACTAC members that Project managers at sponsoring agencies and ACTAC representatives are encouraged to review the attached packet from MTC regarding revisions to the Regional Project Funding Delivery Policy (MTC Reso. 3606) that are being considered at the February 1, 2006 Finance Working Group meeting. This item was for information only.

4.5 State Budget/Bond Information

Hart informed ACTAC that the report that was attached to the packet included information regarding the various bond issues under discussion and proposals for the 2006/07 budget at the state level.

4.6 Lifeline Transportation Program (LTP)

Stark informed ACTAC that the Call for Projects for the Lifeline Transportation Program will be issued March 1, 2006. She informed the committee that an Alameda County/Contra Costa County/MTC pre-proposal workshop will be held at MTC on February 14th at 9:30. A flyer was attached to the agenda packet.

5.0 LEGISLATION ITEMS

6.0 OTHER BUSINESS/ADJOURNMENT

6.1 Capital Expenditure Program Quarterly Report

Garcia presented to ACTAC the Capital Expenditure Program Quarterly Report. Garcia requested suggestions or comments from ACTAC members.

6.2 Board Retreat Information

Furger informed ACTAC that Brian Kelly of Senator Perata's office will be at the Board Retreat with information regarding the bond Proposal.

6.3 Reschedule July ACTAC Meeting

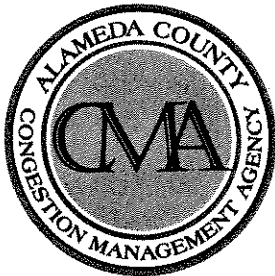
ACTAC was advised that the July ACTAC meeting lands on the 4th of July. ACTAC will consider moving the meeting to August 1st. This item will be brought back for consideration closer to the date of the meeting.

NEXT MEETING: - March 7, 2006, CMA Office, 1333 Broadway, Suite 220, Oakland, CA 94612.

Attest By:


Claudia Magadan, Secretary

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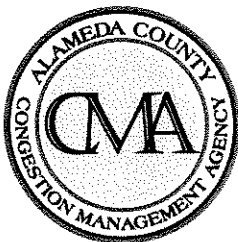
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ALAMEDA COUNTY TECHNICAL ADVISORY COMMITTEE
FEBRUARY 7, 2006
ROSTER OF MEETING ATTENDANCE
CMA BOARD ROOM, OAKLAND, CALIFORNIA

NAME	JURISDICTION/ ORGANIZATION	PHONE #	E-MAIL
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5. Soren Fajen	Newark	790-7286	soren.fajen@newark.org
6. Keith R. Cooke	San Leandro	577-3439	KCOOKE@ci.san-leandro.ca.us
7. Matt Nichols	Berkeley	981-7068	mnichols@ci.berkeley.ca.us
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10. Stefan Garcia	CMA Staff		
11. Savannah Luthamthwa	Accma Staff		
12. Diane Stark		"	
13. Jan Hart		"	
14. Frank Furger		"	
15. Matt Todd		"	
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March 7, 2006
Agenda Item 2.2

Memorandum

Date: February 27, 2006
To: ACTAC
From: Jean Hart, Deputy Director
Frank Furger, Deputy Director
Subject: Deputy Director's Report

Countywide Bicycle Plan Update – The next Bicycle Plan Update Workshop is on March 7th at 11:00 a.m. before the ACTAC meeting. At this meeting, the group will discuss the vision and financially constrained networks for capital projects, transit access projects, and maintenance and rehabilitation projects. Criteria for identifying priority projects in all three categories will also be discussed. The ACCMA reviewed MTC's Draft Report "*Routine Accommodation of Bicyclists and Pedestrians in the Bay Area: Results from Interviews with Transportation Professionals and Recommendations to Encourage Routine Accommodation*". The attached letter with comments was sent to MTC.

MTC's Lifeline Transportation Program – CMA and ACTIA are issuing a joint Call for Projects for the Lifeline Transportation Program on March 1, 2006. Applications are due April 28, 2006.

I-880 Corridor System Management Study – Caltrans' consultants presented the preliminary findings of the study in terms of congested bottlenecks and potential causes of congestion along with a draft list of projects that will be used for performance evaluation to the CMA Board on January 23, 2006. The next steps are to identify complete corridor improvements and develop priorities and a sequencing plan using the microsimulation model.

North I-880 Operations and Safety Project – The expenditure plan for Regional Measure 2 included funding for projects identified in the North I-880 Study. RM2 funds were allocated for improvements at Northbound I-880 at 29th Ave. A meeting with the general public was held in mid January to review the project and design concept. The

concept was accepted with overall support. A preliminary environmental assessment report (PEAR) is being completed.

San Pablo Rapid Bus Stop Improvements - The scope, schedule and implementation plan for completing the improvements to support the Rapid service have been approved by the policy committee. The CMA will be taking the lead in implementing approximately \$2.2 million in improvements funded through AC Transit and Measure B. The design of the improvements has started under the project name "San Pablo Rapid Bus Stop Improvements". The construction is expected to start in fall of 2006 and would be completed by March of 2007.

SMART Corridors Program – The CMA Board and West Contra Costa County Transportation Advisory Committee (WCCTAC) as well as the participating agencies have adopted the plan for the Operations and Management of the current system. AC Transit, Planning areas 1, 2, and 3 are providing their share of the funding plan for the Operations, Maintenance, and Management (O&M) of the system. Discussions continue with other partners on their contributions. A possible long term funding solution was lost with the Governor's veto of AB 1623 (Klehs). Staff will present a recommendation in the near future to preserve the investments previously made, being deployed, and proposed. A selection process for a maintenance contractor to assist the project stakeholders in maintaining field equipment has been completed. Republic Electric, Inc. was ranked the highest by the selection panel. The maintenance contractor will assist with maintaining field devices. The public website address for the SMART Corridors is: <http://www.smartcorridors.com>. CMA is working with emergency service providers on new incident management projects that have been funded with new grants and federal earmarks. CMA is also working with the City of Oakland to implement Transportation Management Centers (TMC) for the City and CMA for improved transportation Management. These efforts would also include improving the stability of the SMART Corridors network, which is beneficial to all participating agencies and public. MTC approved a grant application by CMA on behalf of all project partners along San Pablo corridors to optimize traffic signal timing plans for 115 intersections on San Pablo Avenue as well as many crossing arterial roadways connecting San Pablo Avenue with I-80.

Rapid Bus Corridor on International/Broadway/Telegraph – CMA staff is coordinating with AC Transit, the cities of Berkeley, Oakland, San Leandro, and Caltrans on the implementation of this new Rapid Bus Corridor. This Corridor starts at the Bayfair Center, in the City of San Leandro and includes portions of E. 14th/International Boulevard, Broadway, and Telegraph in the Cities of Oakland, and Berkeley. The length of this corridor is about 18 miles and is heavily used by transit riders. CMA staff has secured three separate TFCA grants totaling \$1.4 million to supplement Measure B funds provided to AC Transit by ACTIA as well as RM2 funds from MTC. This project has a very aggressive schedule and is being fast tracked to meet the June 26, 2006 deadline for the start of service by AC Transit. CMA is administering multiple procurement and construction contracts that are running concurrently to meet the aggressive schedule. Construction on Broadway is 95% complete. Construction for the Telegraph Avenue

segment is about 60% complete. Construction on the E 14th/International segment is 30% complete. All contracts for the agency-furnished equipment have been executed and equipment is being delivered to the contractors. AC Transit has requested assistance from the CMA on construction of 20th Street/Uptown transit improvements as well as for the design and installation of additional Closed Circuit TV (CCTV) cameras at the end of all Rapid Bus lines as supplemental work. Most of this added work is scheduled to be complete by June 26, 2006. The CMA Board agenda in February includes the award of Uptown Transit Center on 20th Street between Broadway and Telegraph. The low bid by NTK construction was \$1,590,918, which is about \$255,000 below the engineer's estimate of probable cost. Based on a request by AC Transit, the award is contingent upon issuance of a minor encroachment permit from the City of Oakland.

Grand/MacArthur Corridor Transit Enhancements: CMA and AC Transit are the joint sponsors of the Regional Express Bus Program that is funded by Regional Measure 2. The work is being coordinated with the City of Oakland and Caltrans. A component of this project is the transit enhancements along the Grand/MacArthur Corridor starting at Eastmont Mall and ending at Maritime for the Bay Bridge access. The current AC Transit line serving this corridor is called "NL" with final destination at the Transbay Terminal in San Francisco. This project includes a Transit Operations Analysis and design and construction of various traffic signal modifications along this corridor. In addition to the RM2 funds, there is also a \$205,000 TFCA grant to AC Transit for the installation of Transit Signal Priority components in the corridor. DKS Associates, the consultant for this project, has completed traffic engineering and transit analysis for the whole corridor with the system engineering analysis pending. The design activity for the seven intersection included in TFCA grant has started. Additional design activities are pending on options presented to the TAC by the consultant. The CMA has completed a community outreach effort which took input from the City Council districts, and will do outreach with community groups and property owners that may benefit from or be impacted by the proposed improvements. The construction is expected to start in mid 2006 for the seven intersections in the TFCA application, or in fall to include additional components for economy of scale.

Route 84 HOV – Dumbarton Corridor – In October 2004, MTC allocated \$2 million in RM2 funds to the CMA for the design of HOV improvements on Route 84 in the Dumbarton Corridor. The CMA is coordinating development of this project with Caltrans.

I-680 Southbound HOV Lane Project – The CMA is partnering with Caltrans in the design of this project with a CMA design consultant developing plans for all structure modifications required in the corridor and Caltrans completing all civil design. Final design is being coordinated to incorporate the SMART Lane components. Construction is scheduled to begin in 2006 subject to the availability of funds in the STIP.

I-680 HOV Lane Project – Soundwall Construction – The maintenance of the facility has been returned to Caltrans in late February. The project has still not been fully completed and will include liquidated damages. The project is one of the components of

the overall I-680 corridor improvements. Work along the overall corridor included excavation, grading, constructing shoring walls, constructing pile cap, constructing retaining walls and installing masonry block.

I-680 SMART Carpool Lane project – The final PSR/PR was submitted to Caltrans for signature. Work has begun on the 35% engineering. Additional revenue estimates are underway. The project cost estimates and funding plan have been updated. The draft Administrative Code will be presented to the JPA Board on March 10th.

Dumbarton Corridor – The consultants completed Phase 1 of the EIR/EIS process, focusing on alternatives analysis. Phase 2, which will analyze a limited number of rail alternative and bus alternatives, will be complete June 2006.

BART to Silicon Valley (Silicon Valley Rapid Transit Corridor – SVRTC) – The Final EIR was complete in 2002. The EIS and Supplemental EIR, which includes modifications to the original project such as structural engineering options that provide cost saving options along the alignment, will began this past summer. The EIS and Supplemental EIR are expected to be complete in 2006.

I-580 Tri-Valley Corridor Improvements

a. I-580 TMP Project – This initial component of planned corridor improvements will implement key elements of a Traffic Management Plan (TMP), including Traffic Operations Systems (TOS) and Intelligent Transportation Systems (ITS) elements, in the Tri-Valley area. The TMP project will assist with traffic management during construction of the I-580 improvements and provides a foundation for bringing the Tri-Valley jurisdictions into the CMA's SMART Corridor Program. It will also provide infrastructure capability to local and regional transit providers to allow transit signal priority (TSP) for express bus routes to be implemented on existing local routes between downtown Livermore and Dublin/Pleasanton BART during construction of the EB Interim HOV project, as well as on the EB HOV route when the facility is complete. The CMA's design consultant is preparing the project report in parallel with preliminary design activities. It is anticipated the project will be advertised in summer 2006.

b. I-580 Livermore Soundwall Project – This component of planned corridor improvements will construct a soundwall along the north edge of I-580 just east of First Street in Livermore. Caltrans previously prepared the environmental clearance and design documents. The CMA will assume responsibility for completing the final design package and constructing the improvements in 2006. This project is fully funded in FY 06/07 of the STIP.

c. I-580 EB Interim HOV Lane Project – This project will provide an interim eastbound HOV lane to commuters on I-580 between Hacienda Drive in Pleasanton and Greenville Road in Livermore. The consultants are nearing completion of the response to comments on the Administrative Draft environmental document. Caltrans biologists requested that a bat survey be completed. The survey is completed and recommendations

are being prepared. Preliminary engineering and at-risk design are progressing concurrently. Comments on the 35% PS&E submittal have been received from Caltrans; a 65% submittal is anticipated in April, with completion of the preliminary design scheduled in late summer 2006. Upon approval of the eastbound-only environmental document, the CMA's design consultant will proceed with final design of the project. As a part of this project, the CMA is also preparing an advance project that will implement a Traffic Management Plan (TMP), including Traffic Operations Systems (TOS) and Intelligent Transportation Systems (ITS) elements, in the Tri-Valley area. This TMP project will assist with traffic management during construction of the I-580 improvements and provides a foundation for bringing the Tri-Valley jurisdictions into the CMA's SMART Corridor Program.

d. I-580/I-680 Interchange Modifications – The CMA is partnering with Caltrans in the development of a Project Study Report (PSR) for the I-580/I-680 Interchange Modification Project. The traffic modeling assumptions to be used are being reviewed by Caltrans and FHWA. Caltrans will be the lead agency responsible for the preparation of the PSR, supplemented by a CMA consultant support services team as necessary to maintain an expedited delivery schedule. A cooperative agreement between the CMA and the State is currently being negotiated. The PSR will evaluate options to address key commute movements currently experiencing significant congestion and will identify alternatives for further evaluation, including feasible options for direct connector structures for two critical commute movements: 1) westbound I-580 HOV to southbound I-680 HOV; and 2) northbound I-680 HOV to eastbound I-580 HOV. The PSR will also evaluate ultimate HOV movements and update the master buildout plan for the I-580/I-680 interchange. The PSR is anticipated to be completed in late 2006. This project is being developed as an element of the RM2 I-580 Tri-Valley Corridor Improvements.

e. I-580 WB Auxiliary Lane Project – In cooperation with ACTIA, the CMA is taking the lead as the implementing agency for this project. The project consists of two westbound I-580 auxiliary lane segments as follows: a) Airway Blvd. to Fallon Rd., and b) Fallon Rd. to Tassajara Rd. The CMA is currently reviewing the environmental clearance status of these segments. The project is fully funded by ACTIA Measure B. The CMA and ACTIA are currently negotiating the agreements necessary to establish project delivery roles.

Ardenwood Park & Ride Lot Project – This project will acquire a site near the Route 84 / Ardenwood Boulevard Interchange in Fremont to expand an existing park-and-ride lot, which is operating at capacity. The expansion is expected to provide over 100 new parking stalls for commuters. The project is funded solely by Regional Measure 2 (RM2). The CMA is co-sponsoring this project with AC Transit, and the CMA is taking the lead as the implementing agency. The environmental document for this project was approved in late 2005. An RFP for design services was issued in December, and the CMA is anticipating selection of a consultant in March. Right of way acquisition activities will continue concurrently.

Tri-Valley Triangle Analysis – The TAC approved the final assumptions for the travel forecast model and the operations model. The alternatives are being evaluated using qualitative and quantitative data. The TAC is scheduled to meet March 9th to review the results of the travel demand modeling. They will also review and approve the approach to applying the qualitative measures of effectiveness.

Berkeley/Oakland/San Leandro BRT – The Draft EIS/EIR is expected to be complete early 2006.

Transportation and Land Use Program – The CMA Board approved a scope and budget for establishing a Transit Oriented Development (TOD) technical consultant pool and a TOD project fund monitoring program. Both programs will be initiated early 2006. The Board recommended five Transportation for Livable Communities (TLC) projects and budgets, which were sent to MTC in January 2006 for inclusion in the 2006 STIP.

Community Based Transportation Plan: West Oakland – The consultant team, with assistance of local high school interns, completed public outreach to confirm the community's transportation needs and potential solutions to meet them. A TAC meeting is scheduled March 8th to review the results of community outreach and discuss the feasibility and potential schedule for transportation solutions.

Guaranteed Ride Home Program – The program was initiated in April 1998. One hundred and thirty five employers and 3,703 employees are registered in the program, and 1,007 rides have been taken, including 46 rental car rides in the countywide rental car program. The average cost per taxi trip is now \$81.20. The average trip length is 39.15 miles. The average trip distance for a rental car ride is 84 miles and the cost per rental car used is \$55. Using the rental car saves \$77 for each average 65-mile trip.

Dynamic Ridesharing – Forty-four participants are currently registered in the program, an increase of 3 since the last ACTAC report. Since program inception (November 15th, 2005), 394 ridematch requests and 20 ridematches have been made. There would have been 8 additional matches made in the afternoon, but there has been some confusion among participants about where to meet their ridematch partners. Information clarifying program protocols for afternoon matches has been sent to the participants. In the last month (January 27th through February 27th), there have been 145 ridematch requests and 2 successful ridematches. There would have been 4 additional matches made in the afternoon, but they were not successful for the reason mentioned above. The Task Force is moving forward with increased marketing efforts and is planning a major marketing event in mid to late March. The Task Force will next meet on March 8th, 2006 to finalize the marketing plan.

Transportation Fund for Clean Air – Vehicle Incentive Program – The Vehicle incentive program (VIP) is a grant that helps project sponsors acquire low emission, light-duty alternative fuel vehicles. Generally, public agencies located within the Bay Area Air Quality Management Air District, (Air District) jurisdiction can apply for VIP funds. Eligible vehicles include new vehicles that the following eligibility criteria:

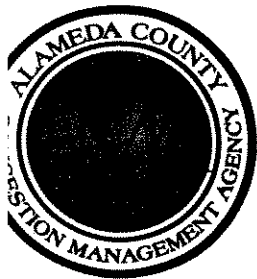
- The vehicle must have a gross vehicle weight of 10,000 pounds or less.
- The vehicle must be powered by natural gas, propane, hydrogen, electricity, or hybrid electric motors or engines (Except for hybrid electrics, vehicles with the ability to run on gasoline or diesel fuel are not eligible.)
- The vehicle must be certified to the SULEV, PZEV, or ZEV emission standard by the California Air Resource Board.

Applications will be accepted beginning September 19, 2005. Incentives will be awarded on a first-come, first-served basis. Additional information on this grant is available at www.baaqmd.gov.

Countywide Travel Demand Model Update – For the Countywide Travel Demand Model Update, the existing and future networks have been finalized. The 2000, 2005, 2015, and 2030 reallocated land uses are being reviewed by the jurisdictions. The land uses are reallocated to the updated transportation analysis zones and are based on Projections 2005. Comments are due by March 3, 2006. The consultant continues to work on the travel demand model processes for application to Cube/Voyager software and for refinement of the regional models to provide more detail in Alameda County. Work also continues on the validation of the model by compiling survey data and creating calibration targets. March Task Force meeting has been cancelled. The next meeting will be held on April 5, 2006 at 9:00 a.m.

Pedestrian and Bicycle Facilities Technical Reference Guide for Planners and Engineers - Caltans has made available a July 2005 update of the Pedestrian and Bicycle Facilities Technical Reference Guide for Planners and Engineers online at the following address: www.dot.ca.gov/hq/traffops/survey/pedestrian/pedbike.htm . The report includes standards and innovative practices for the development of bike & pedestrian facilities.

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Mayor

Jennifer Hosterman

City of San Leandro

Mayor

Shelia Young

City of Union City

Mayor

Mark Green

Executive Director

February 27, 2006

Mr. Doug Johnson
MTC
101 Eighth Street
Oakland, CA 94607

Subject: Comments on the Draft *Routine Accommodation of Bicyclists and Pedestrians in the Bay Area Report*, dated February 2006

Dear Mr. Johnson:

Thank you for the opportunity to review and comment on MTC's Draft Report "*Routine Accommodation of Bicyclists and Pedestrians in the Bay Area: Results from Interviews with Transportation Professionals and Recommendations to Encourage Routine Accommodation*". We appreciate MTC doing this study and providing an opportunity for input.

The draft report summarizes the results of interviews with 35 of 120 possible project managers of transportation projects that could have incorporated bicycle and pedestrian projects in their larger transportation projects as well as interviews with bicycle and pedestrian planners, engineers, and advocates. The report found that of the 35 project managers that responded, 57 percent of the transportation projects accommodated bicycle and pedestrian projects, which indicates that many local jurisdictions have existing policies that support routine accommodation. The draft report describes a method for monitoring whether accommodation of bicycle and pedestrian projects is occurring and proposes some recommendations for encouraging the accommodation of bicycle and pedestrian projects in transportation projects. Of the recommendations, the following involve the CMAs:

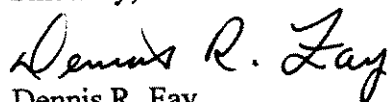
- MTC and CMA funding programming policies should ensure that project sponsors consider the accommodation of non-motorized travelers consistent with Caltrans Deputy Directive 64.
- MTC and CMA should monitor how the needs of non-motorized users are being considered and accommodated in the design and construction of transportation projects by auditing candidate TIP projects.
- CMA's and local agencies should have BPACs review projects or provide an opportunity for public input during the design stage to ensure that appropriate bicycle and/or pedestrian facilities are included in projects.

In response, the ACCMA offers the following comments:

1. *Set routine accommodation in context of all transportation needs:* While we recognize that there may be cost benefits to routinely considering bicycle and pedestrian projects in transportation projects funded by MTC and the CMAs, routine accommodation of bicyclist and pedestrian needs should be set in the context of all transportation needs. Just as we do not accommodate every local street rehabilitation project or transit shortfall because of scarce funding resources, we should not necessarily accommodate every bicycle and pedestrian possibility for every funded project (see item 2 below).
2. *Refine report recommendations to focus on roadways and areas included in a local, county or regional bicycle or pedestrian plan.* Active encouragement and monitoring of accommodation should only be on roadways and areas that have been established as a priority in a local, county or regional bicycle or pedestrian plan. This would allow local agencies to focus on the bicycle and pedestrian projects that are the most important to complete. If these plans are to be expeditiously implemented, we need to honor the priorities they set.
3. *Treat bicycle project accommodation and pedestrian project accommodation separately in terms of actively requesting project sponsors to consider accommodation for transportation projects.* Because bicycle and pedestrian needs and travel patterns are different, the report should treat bicycle project routine accommodation and pedestrian accommodation separately. Without some priority, bicycle and pedestrian projects on every local street could become a de facto requirement, even in places where it is not cost effective or not wanted by a local jurisdiction. For bicycles, most jurisdictions and counties have adopted bicycle plans and established networks and priorities. As noted above, the priority for considering bicycle accommodation in transportation projects should be on roadways that are on a local, county or regional bicycle plan. For pedestrian project routine accommodation, the report should clarify what the most important routes, destinations, or types of walking trips are or perhaps require that priorities established in adopted pedestrian plans be followed.
4. *The public review process should be determined by the project sponsor.* Public review should be determined by the project sponsor and should not be limited to a specific group. There are different ways to conduct public outreach. For example, using established BPACs is one way, the NEPA/CEQA process is another.

Again thank you for the opportunity to comment on the draft report. We look forward to continuing discussion on this important topic. Please contact me or Beth Walukas at 510/836-2560 if you have any questions.

Sincerely,



Dennis R. Fay
Executive Director

cc: Jean Hart, Deputy Director
Diane Stark, Senior Transportation Planner

file 2005 Alameda Countywide Bicycle Plan Update

CMA Exchange Projects -Quarterly Status Report
February 2006

ACTAC Agenda Item 3.1
 Meeting Date: March 7, 2006

Index	CMA Exchange Project Number	Sponsor	Project	Exchange Fund Source	Exchange Amount	Amount Rec'd (as of 1/30/06)	Amount Remaining (to be rec'd)	Estimated Payback Date (full amount)	Agreement Status ¹	Notes
1	Ex 1	AC Transit	Bus Rehabilitation	STIP-RIP	\$ 20,182,500	\$ 20,182,514	\$ -	Done	E	
2	EX 2	AC Transit	Bus Component Rehab	STP	\$ 4,000,000	\$ 4,000,000	\$ -	Done	E	
3	Ex 3	AC Transit	Bus Component Rehab	STIP-RIP	\$ 4,500,000		\$ 4,500,000	12/31/08	D	
4	Ex 4	BART	Seismic Retrofit	STIP-RIP	\$ 8,100,000	\$ 8,100,000	\$ -	Done	E	
5	Ex 5	Berkeley	Street Resurfacing	STP	\$ 275,000		\$ 275,000	12/31/07	D	Sent Berkeley a draft agreement
6	Ex 6	Dublin	Tassajara Interchange	STIP-RIP	\$ 4,230,000	\$ 4,230,000	\$ -	Done	E	
7	Ex 7	Fremont	Street Rehabilitation	STIP-RIP	\$ 2,196,900	\$ 2,196,900	\$ -	Done	E	
8	Ex 8	Fremont	Street Resurfacing	STP	\$ 858,000		\$ 858,000	12/31/07	D	Preparing a draft agreement for Fremont
9	Ex 14	Fremont	Street Overlay -13 Segments	STP	\$ 1,581,000		\$ 1,581,000	12/31/08	N	Agreement will follow adoption into TIP
10	Ex 9	Livermore	Isabel Interchange	STIP-RIP	\$ 3,600,000	\$ 3,600,000	\$ -	Done	E	
11	Ex 10	MTC	East Dublin County BART	STP	\$ 750,000	\$ 750,000	\$ -	Done	E	
12	Ex 11	Union City	UC Intermodal Station (Exch 1)	STIP-TE	\$ 2,727,000		\$ 2,727,000	6/30/08	N	Pending 2006 STIP
13	Ex 12	Union City	UC Intermodal Station (Exch 2)	STIP-RIP	\$ 2,283,000		\$ 2,283,000	6/30/11	N	Pending 2006 STIP
14	Ex 13	Union City	UC Intermodal Station (Exch 3)	STIP-RIP	\$ 4,004,000		\$ 4,004,000	12/31/10	N	Pending 2006 STIP
Totals:					\$ 59,287,400	\$ 43,059,414	\$ 16,228,000			

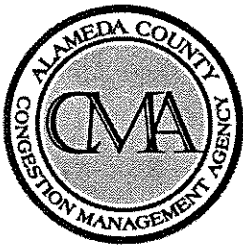
Notes:

¹

E = Agreement Executed
 A = Agreement Amendment in Process
 D = Agreement in Draft Form
 N = Agreement Not Initiated

Prepared by Advance Project Delivery Inc.

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Memorandum

*March 7, 2006
Agenda Item 3.4*

DATE: February 27, 2006
TO: ACTAC
FROM: Matt Todd, Senior Transportation Engineer
RE: 2007 TIP Development

Information/Discussion

ACTAC is requested to review the following information regarding the development of the 2007 TIP. Previous TIPs have covered a three year period, but the 2007 TIP will cover the four year period of federal fiscal year (FFY) 2006-07 through FFY 2009-10. MTC is requesting that project sponsors review and update their TIP listings using the Web Fund Management System (WebFMS). Project listings will be made available for editing starting Monday, March 27, 2006. The CMA is requesting that this review and update process be completed by Monday, April 3, 2006.

The project review will entail sponsors providing the following information for their TIP listings:

- Which projects are completed;
- Which projects need to be in the new TIP;
- Which transit funds programmed in prior years need to be carried over to the first year of the TIP;
- Any changes to existing projects; and
- Updating project costs.

From April 3rd-7th, the CMA will be reviewing sponsor updates before submitting to MTC.

Next Steps

Attached is guidance that outlines the process for the 2007 TIP development effort. This information covers using WebFMS and the procedures for accessing and reviewing project listings.

Due to the short period of time that project sponsors will have to access and update their TIP project listings, the CMA is encouraging ACTAC Representatives to start coordinating their jurisdiction's TIP review process as soon as possible. In mid-March, MTC will be providing a summary of all the TIP listings for Alameda County. The CMA will distribute this information to ACTAC as soon as it is received. In the meantime, project sponsors are encouraged to familiarize themselves with WebFMS and to set up a user profile prior to March 27th.

Guidance for the 2007 TIP development process

The 2005 Transportation Improvement Program (TIP) is set to expire on September 30, 2006. Therefore, it is time to develop a new TIP. The 2007 TIP, will cover the 4-year period of federal fiscal year (FFY) 2006-07 through FFY 2009-10. Note that this is a change from all previous TIPs, which have covered a three (3) year period.

The 2007 TIP will be developed using MTC's Web Fund Management System (WebFMS) which many of you are now accustomed to. At the March 7th ACTAC meeting, Representatives will be asked if there is interest in the CMA hosting a WebFMS workshop prior to March 27th. If additional instruction is needed, please contact Jacki Taylor at the CMA, at (510) 836-2560, or jtaylor@accma.c.gov for assistance.

Developing the 2007 TIP entails reviewing all your current TIP projects, and informing us of:

1. Which projects are completed and should be archived;
2. Which projects need to be continued into the new TIP;
3. Which transit funds programmed in the prior year and not yet included in a FTA grant, need to be carried over into the first year of the TIP (this applies to transit projects only);
4. Any changes to existing projects (scope, funding, contact person, etc); and
5. Updating project costs. Federal regulations require that the project listings reflect the latest estimates of the total project costs including all local funds, costs of all phases.

The link to WebFMS is:

<http://webfms.mtc.ca.gov/webfms/home>

CMAs are to coordinate a timely project review by counties and cities within their jurisdiction. As a reminder, cities and counties do not have submittal rights in the WebFMS application. CMAs are required to submit projects on behalf of the cities and counties. Project sponsors that do not have submittal rights are to save their edits in WebFMS, and then notify the CMA that a draft is ready for review. Transit operators can submit their updates directly to MTC.

To reduce the need of future TIP Amendments, CMAs, transit operators, and project sponsors need to ensure that all entries are complete and correct before submitting. Do not "submit" a project until you are sure that the review of that project is completed. You can "save and exit" the project and return to complete and submit it at a later date.

Projects will be available for review starting Monday, March 27, 2006. It is recommended that the review process be completed as soon as possible, but no later than April 3, 2006 (for cities and counties), and April 7th (for transit operators).

The listing for each project that will be available for your review will show how the project currently appears in our 2005 TIP, including any pending amendment versions. All fields in the application are editable. Please make revisions only where necessary.

Once you are ready to begin the review and editing of your projects (After Monday, March 27th):

1. Go the WebFMS site;
2. Sign in with your assigned password, and click on the "Universal Application" tab;
3. Choose "Resume In-process Application" - this will allow you to see the latest version of all your projects in an editable format; and
4. Begin your project review.

Please focus your review on the following elements:

1. Are your projects properly listed in the TIP? Review project name and project description to ensure that the name, limits and scope are accurate.
2. Are the dollar amounts, fund sources and programming years correct? In most cases, particularly for federal and state funding, the fund sources and amounts should not be changed, since they reflect official MTC programming actions. Please revise local fund sources and amounts to reflect total project costs or updated total project costs.

For FTA funds, if the funds are currently programmed prior to FY2006-07 and it has not been included in a grant, use the carryover field to indicate to us that the funds need to be carried over into the new TIP. This applies to FTA funds only.

3. Are all funded phases reflected in the project listing?

As part of the regulations that require that project listings show the total project costs, federal guidance requires that all funded phases be reflected accurately in the project listing. If a project listing does not show any amount programmed for a phase, (e.g. Env, PE, PS&E, ROW or Con) a formal TIP amendment and perhaps a new conformity analysis would be required to amend such a phase into the TIP if necessary in the future. Therefore, you must show all funded phases (even if funded with local resources) in your project listings if they are not listed already.

4. Should the project be included in the 2007 TIP or can the project be archived? Are any projects completed, fully obligated (FHWA projects) or in an approved or pending FTA grant? Are any projects listed more than once? If all federal or state funding for the project has been awarded, obligated or the project has been completed, or if all project funding is prior to FY07 and if no further federal action is anticipated for the project, the project can be archived.

If the project is not yet completed and you would like it to be included in the 2007 TIP for informational purposes, place a check in the "No, project is not complete" box, and use the "submit" button. Do not use the "archive" button.

5. Should the Carryover Field be checked? For FTA funds programmed prior to FY07 that have been obligated or included in an approved FTA grant, the carryover field does not need to be used.

Please enter Carryover to 2007 if:

- a) The funds are in a pending FTA grant; or

b) If the funds have been transferred to FTA from FHWA but have not been included in a FTA grant; or

c) If the funds are a prior year FTA earmark not yet obligated or included in a grant.

Do not use the Carryover Field for non-FTA funds.

6. The project listings show the latest version of the project including pending amendments. Please check your projects to ensure that pending amendments are shown correctly.
7. To propose a new federally funded project or regionally significant locally funded project, go to the "Universal Application" tab of the WebFMS and select propose a new project. A list of new "non-exempt" projects was recently compiled by the CMA and submitted to MTC, and projects that sponsors submitted for inclusion on that list should be added to the TIP at this time. New "exempt" projects should also be added at this time.
8. After your review, update the contact information section located at the end of each project listing, and submit the project to:
 - **For non-transit operators, notify the CMA by April 3, 2006, that the saved WebFMS drafts are ready for review. Please provide the Web FMS ID number for each project.**
 - **For transit operators, submit to MTC via WebFMS by April 7, 2006.**

If you have any funding specific question(s) please contact the following MTC staff persons;

- STP/CMAQ Craig Goldblatt (510) 817-5837
- Section 5307/5309/AB664 Funds Glen Tepke (510) 817-5781
- STIP/TE Kenneth Folan (510) 817-5804
- General TIP and WebFMS questions Raymond Odunlami (510) 817-5799
- RM2 Melanie Choy (510) 817-5865

MTC appreciates your help updating the TIP. Time spent now getting the TIP entries correct will save time in the future by minimizing additional changes in the future and will prevent having to do additional air quality conformity analyses. Thank you for your prompt attention to this request.



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Memorandum

*March 7, 2006
Agenda Item 3.5*

Date: February 28, 2006

To: ACTAC

From: Frank R. Furger, Deputy Director, Programming and Projects
Cyrus Minoofar, Principal Transportation Engineer

Subject: Proposed Strategy for Meeting O & M Costs for SMART Corridors

Action Requested

ACTAC is requested to review and comment on the Draft Report on SMART Corridors Operating and Maintenance Funding Constraints and Opportunities. The Report will be E-mailed to you within the next several days. The Report identifies the amount of funding remaining to meet O&M expenses, the rate at which these funds will be drawn down and strategies for meeting these expenses in future years. The Report identifies alternatives to generate "new" revenue as well as strategies to fund these expenses within existing revenues.

Next Steps

The Draft Report, along with ACTAC's comments will be presented to the Plans and Programs Committee for review and comment at the March meeting. Comments received from ACTAC and the PPC will be incorporated into a final document that will be presented to the Committees and the Board for approval at the April meetings.

Discussion

For the last several months, ACCMA staff has analyzed the O&M funding situation for SMART Corridors and believes strategies must be developed in the very near future to identify how ongoing O&M costs will be met. The Draft Report documents the revenues and costs to date as well as the remaining funding. Alternative methods of raising new revenues are described as well as strategies for allocating costs and funding SMART Corridors in the future assuming no new dedicated revenue stream.

As background, several of the principal findings and conclusions of the Report are summarized below. They include: current and remaining O&M funding, anticipated costs, and the funding plan that was adopted by the ACCMA Board in March, 2005 to meet these ongoing expenses.

Current O&M Funding situation

To date, an estimated \$2,758,480 of revenue has been received to meet O&M costs of the SMART Corridors Program (SCP). The majority of these revenues, \$1,750,000 consisted of an original CMAQ grant. The remaining amount is composed of revenues from AC Transit (\$122,880), TFCA (\$395,000), MTC (\$200,000), \$92,000 from local agencies in Alameda County, \$55,600 from local agencies in Contra Costa County, and \$22,600 from WestCAT. A complete list of the contributions is included in the Report.

As of March 1, 2006, a total of \$2,311,180 has been spent on SCP O&M costs. This leaves a balance of \$447,300 in remaining funds. In order to calculate the number of remaining months of available funding, \$150,000 was deducted to pay for necessary field maintenance activities, such as knockdowns, for the next 12 months, assuming no more than two knockdowns per month. The remaining balance available is then \$297,300, the remaining essential operating expenses for utilities, communications, network maintenance and administration total approximately \$42,820 a month. This leaves approximately seven months of remaining O&M funding as of March 2006.

Anticipated Monthly Costs

As discussed above, stretching available O&M funding to only meet basic costs will require approximately \$42,820 per month. However, in order to adequately fund on-going operations for FY 06/07, approximately \$54,228 per month or \$650,737 for the full year is needed. Similarly, field equipment maintenance and repair is estimated to cost \$331,448 for FY 06/07, while the current plan is to minimally fund it at \$150,000, as mentioned above. The table below summarizes the annual anticipated O&M costs for the current and following two fiscal years:

Three Year O&M Costs

Item	FY 06/07	FY 07/08	FY 08/09
Operations (Utilities, Communications, etc)	\$650,737	\$868,456	\$911,879
Field Equip't Maintenance & Repair	311,448	574,496	603,211
Professional Services (Software Main't)	100,128	192,254	201,867
Total O&M Costs	\$1,082,313	\$1,635,206	\$1,716,966
Average Monthly Cost	\$90,193	\$136,267	\$143,081

Board Adopted Funding Plan

In March 2005, the ACCMA Board adopted the estimated annual O&M cost sharing amount included for FY 06/07 as shown in the table above. The Board also adopted an O&M cost distribution plan for FY 06/07 as shown in column one below, for reference.

The FY 07/08 and FY 08/09 columns in the table below differ from the Board adopted FY 06/07 distribution plan because MTC declined to participate in the funding beyond FY 05/06. As a consequence, the balance had to be redistributed in the two out years which represents staff's proposed distribution beyond the current year.

O&M Cost Distribution Plan

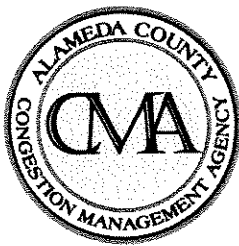
Item	FY 06/07*	FY 07/08**	FY 08/09**
Transit Agencies			
AC Transit (TSP maint./ATMS costs)	\$137,424	\$330,000	\$330,000
West CAT (AVL wireless maint. costs)	57,584	60,350	63,368
Regional Agencies			
MTC (1/3 of costs for FY 06/07 only)	295,768	--	--
CMA's (1/3 of costs for FY 06/07 only)			
ACCMA (mileage based)	215,821	481,075	511,506
CCTA (mileage based)	79,947	141,353	150,293
Local Agencies (1/3 of costs FY 06/07 only)			
Alameda Co. Local Agencies	201,702	481,075	511,506
Contra Costa Co. Local Agencies	94,067	141,353	150,293
Total Costs	\$1,082,313	\$1,635,206	\$1,716,966

* Previously adopted by the Board.

** Not adopted and does not include MTC's contribution. Expenditures are estimates only.

It should be noted that the Board also reviewed cost distribution alternatives among the local agencies, including the counties, based on mileage, the number of signals within the jurisdiction, and an equal distribution. The recommended, and approved, cost sharing plan was ultimately based on mileage.

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Memorandum

*March 7, 2006
Agenda Item 4.1*

DATE: February 27, 2006

TO: Alameda County Technical Advisory Committee (ACTAC)

FROM: Matt Todd, Senior Transportation Engineer

RE: Transportation Fund for Clean Air (TFCA):
Draft At Risk Report- Timely Use of Funds

Action Requested

The ACTAC is requested to review the attached Draft Quarterly At Risk report for local projects programmed in the Transportation Fund for Clean Air Program.

Next Steps

This item is scheduled to be presented to PPC and the CMA Board at their April meetings.

Discussion

The enclosed Draft Quarterly At Risk- Timely Use of Funds report dated March 2006 has been updated to reflect the material we have received through February 22, 2006. The report reflects 9 projects in the red zone with primarily funding agreement signature deadlines, final monitoring reports (FMR's) and expenditure deadlines. The report reflects (6) projects in the yellow zone, representing projects with tasks required in the next 6 months.

Attachments

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TFCA Program Manager Funds
Timely Use of Funds-
March 2006

ACTAC Agenda Item 4.1
3/7/06

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Project No.	Sponsor	Project Title	Balances	Required Activity	Date Due	Activity Completed/ Date	Notes
RED ZONE (Milestone within 3 months)							
03ALA08	City of Oakland	CNG Refueling Station-Oakland	TFCA Award	Agree. Executed			Expenditures not complete Received amendment 6/7/05, still need original agreement
			\$ 225,000.00	Proj. Start		Jul-03	
			TFCA Expended	Final Reim.	12/31/06		
			\$ -	FMR	Aug-06		
03ALA04	City of Fremont	Class II Bicycle Lane- Fremont Blvd		Exp Deadline Met	6/30/06		Final Invoice Received- Reviewing FMR Received- Approved Expenditures Deadline Nov 05
			TFCA Award	Agree. Executed		2/9/04	
			\$ 100,250.00	Proj. Start		Feb-04	
			TFCA Expended	Final Reim.	12/31/06		
00ALA12	BART	Fruitvale Attended bicycle Parking Facility	\$ 17,842.53	FMR	Nov-05		Expenditures not complete- Anticipate final invoice in March. FMR Received- Approved Expenditures Deadline Dec 05
				Exp Deadline Met	11/25/05	yes	
			TFCA Award	Agree. Executed		10/3/02	
			\$ 400,000.00	Proj. Start		Jul-00	
03ALA07	City of Fremont	CNG Refueling Station-Fremont	TFCA Expended	Final Reim.	12/31/06		Expenditures not complete FMR Due Mar 06 Expenditure deadline May 06.
			\$ 372,451.00	FMR	Mar-06	2/2/06	
				Exp Deadline Met	12/31/05		
			TFCA Award	Agree. Executed		2/9/04	
03ALA03	City of Emeryville	Class II Bicycle Lane- Doyle Street Greenway.	\$ 96,242.00	Proj. Start		Jul-03	Expenditures not complete FMR Due April 06 Expenditure Deadline Jul 06
			TFCA Expended	Final Reim.	12/31/06		
			\$ 28,176.66	FMR	Mar-06	2/13/06	
				Exp Deadline Met	5/25/06		
05ALA01	BART	Electronic Bicycle Locker's	TFCA Award	Agree. Executed		7/9/04	Agreement sent to sponsor, required to be executed and returned by 4/17/06.
			\$ 50,000.00	Proj. Start		Aug-06	
			TFCA Expended	Final Reim.	12/31/08		
			\$ -	FMR	Apr-07		
05ALA02	City of Berkeley	Citywide Bicycle Parking Program		Exp Deadline Met	11/2/07		Agreement sent to sponsor, required to be executed and returned by 4/17/06.
			TFCA Award	Agree. Executed		Mar-06	
			\$ 25,000.00	Proj. Start			
			TFCA Expended	Final Reim.	12/31/08		
			\$ -	FMR	Dec-07		
				Exp Deadline Met	11/2/07		

Agree Executed- Date TFCA Agreement executed
Proj. Start- Date of project initiation
FMR- Date final monitoring report submitted
Exp. Deadline Met- Expenditure occurred before deadline

Spring '06- Timely Use of Funds

TFCA Program Manager Funds
Timely Use of Funds-
March 2006

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<u>Project No.</u>	<u>Sponsor</u>	<u>Project Title</u>	<u>Balances</u>	<u>Required Activity</u>	<u>Date Due</u>	<u>Activity Completed/ Date</u>	<u>Notes</u>
05ALA03	City of Livermore	Arroyo Mocho Bicycle and Pedestrian Trail Extension, Class 1	TFCA Award	Agree. Executed			Agreement sent to sponsor, required to be executed and returned by 4/17/06.
			\$ 86,803.00	Proj. Start		Mar-06	
			TFCA Expended	Final Reim.	12/31/08		
			\$ -	FMR	Mar-07		
05ALA05	City of Union City	Compressed Natural Gas Facility Improvements		Exp Deadline Met	11/2/07		Agreement sent to sponsor, required to be executed and returned by 4/17/06.
			TFCA Award	Agree. Executed			
			\$ 120,000.00	Proj. Start		Mar-06	
			TFCA Expended	Final Reim.	12/31/08		
			\$ -	FMR	Dec-06		
				Exp Deadline Met	11/2/07		

Agree Executed- Date TFCA Agreement executed
Proj. Start- Date of project initiation
FMR- Date final monitoring report submitted
Exp. Deadline Met- Expenditure occurred before deadline

Spring '06- Timely Use of Funds

TFCA Program Manager Funds
Timely Use of Funds-
March 2006

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Project No.	Sponsor	Project Title	Balances	Required Activity	Date Due	Activity Completed/ Date	Notes
YELLOW ZONE (Milestone within 4-6 Months)							
01ALA10	City of San Leandro	Arterial Management: Advanced Signal System	TFCA Award	Agree. Executed		3/18/02	FMR Due Jul 06
			\$ 42,500.00	Proj. Start			
			TFCA Expended	Final Reim.	12/31/04	Aug-04	
			\$ 42,500.00	FMR	Jul-06		
				Exp Deadline Met	12/21/03	yes	
99ALA01	ACCMA	Arterial Management- I-880 Smart Corridor	TFCA Award	Agree. Executed		9/20/99	FMR Due Jul 06
			\$ 182,000.00	Proj. Start		Feb-00	
			TFCA Expended	Final Reim.		3/21/02	
			\$ 182,000.00	FMR	Jul-06		
				Exp Deadline Met	2/28/02	yes	
03ALA12	ACCMA	Transit Bus Priority Systems, International Blvd.	TFCA Award	Agree. Executed		5/14/04	FMR Due Aug 06
			\$ 500,000.00	Proj. Start		Feb-04	
			TFCA Expended	Final Reim.	12/31/06	2/7/06	
			\$ 500,000.00	FMR	Aug-06		
				Exp Deadline Met	11/25/05	yes	
03ALA13	ACCMA	Guaranteed Ride Home Program	TFCA Award	Agree. Executed	8/14/04	5/14/04	Expenditures not complete FMR Due Sep 06
			\$ 231,200.00	Proj. Start	Sep-04	Jul-04	
			TFCA Expended	Final Reim.	12/31/06		
			\$ 145,464.22	FMR	Sep-06		
				Exp Deadline Met	6/30/06		
03ALA14	City of Berkeley	City Carshare- Eastbay Expansion	TFCA Award	Agree. Executed	11/11/04	11/29/04	Expenditures not complete FMR Due Sep 06
			\$ 125,996.00	Proj. Start	Feb-05	12/1/04	
			TFCA Expended	Final Reim.	12/31/06		
			\$ 96,461.73	FMR	Sep-06		
				Exp Deadline Met	6/30/06		
03ALA15	LAVTA	ACE Shuttle to the Dublin/ Pleasanton BART Station (From Pleasanton ACE Station) for FY 04/05 and FY 05/06 Operations	TFCA Award	Agree. Executed	11/11/04	10/14/04	Expenditures not complete FMR Due Sep 06
			\$ 83,934.00	Proj. Start	Jul-04	Jul-04	
			TFCA Expended	Final Reim.	12/31/06		
			\$ 40,488.09	FMR	Sep-06		
				Exp Deadline Met	6/30/06		

Agree Executed- Date TFCA Agreement executed
Proj. Start- Date of project initiation
FMR- Date final monitoring report submitted
Exp. Deadline Met- Expenditure occurred before deadline

Spring '06- Timely Use of Funds

TFCA Program Manager Funds
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March 2006

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Project No.	Sponsor	Project Title	Balances	Required Activity	Date Due	Activity Completed/ Date	Notes
GREEN ZONE (Milestone beyond 6 months)							
96ALA10	City of Oakland	Arterial Traffic Signal Management-Citywide	TFCA Award	Agree. Executed		7/24/96	FMR Due Oct. 06
			\$ 850,000.00	Proj. Start		Oct-98	
			TFCA Expended	Final Reim.		4/9/03	
			\$ 850,000.00	FMR	Oct-06		
				Exp Deadline Met	12/31/02	yes	
02ALA10	City of Oakland	Coliseum BART Bus Stop Relocation	\$ 192,000.00	Proj. Start		Jul-02	Expenditures not complete FMR Due Nov 06 Expenditures Deadline Sep 06
			TFCA Expended	Final Reim.	12/31/07		
			\$ 4,757.95	FMR	Nov-06		
				Exp Deadline Met	09/30/06		
03ALA02	City of Berkeley	Berkeley BART: Attended Bikestation	TFCA Award	Agree. Executed		1/14/04	Expenditures not complete FMR Due Jun 07 Expenditure Deadline Jun 07.
			\$ 86,136.00	Proj. Start		Sep-04	
			TFCA Expended	Final Reim.	12/31/07		
			\$ -	FMR	Jun-07		
				Exp Deadline Met	06/30/07		
04ALA01	City of Fremont	Signal Retiming: Auto Mall Pkwy., Paseo Padre Pkwy., Warm Springs Blvd., and Fremont Blvd.	TFCA Award	Agree. Executed	5/6/05	5/19/05	Expenditures not complete FMR Due Mar. 08
			\$ 123,000.00	Proj. Start	Jun-05	Jul-05	
			TFCA Expended	Final Reim.	12/31/07		
			\$ -	FMR	Mar-08		
				Exp Deadline Met	4/13/07		

Agree Executed- Date TFCA Agreement executed
Proj. Start- Date of project initiation
FMR- Date final monitoring report submitted
Exp. Deadline Met- Expenditure occurred before deadline

Spring '06- Timely Use of Funds

MEMORANDUM

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Gail Steele
Supervisor, District 2

Shelia Young
Mayor, City of San Leandro

Christine Monsen
Executive Director

TO: ACTAC Members

FROM: Rochelle Wheeler, Bicycle and Pedestrian Coordinator
Tess Lengyel, Programs and Public Affairs Manager

DATE: February 23, 2006

SUBJECT: Countywide Strategic Pedestrian Plan: Capital Project
Prioritization

Background

ACTIA and its consultant have been working on the development of the first Countywide Strategic Pedestrian Plan, to be completed by July 2006. To date, the draft vision, goals and strategies have been developed, and the Existing Conditions and Institutional Obstacles chapters have been drafted. Currently underway are the development of countywide pedestrian capital and program priorities, the Funding chapter, and a toolkit of resources to assist local agencies in improving the pedestrian environment. ACTIA has been working closely with the Pedestrian Plan Working Group, made up of 17 members, including one representative from each Planning Area, and ACTIA's Bicycle and Pedestrian Advisory Committee, in the development of all of these documents.

At this time, ACTIA requests feedback from ACTAC on the draft countywide pedestrian capital project priorities. Similar to the Countywide Bicycle Plan, these priorities will be used to determine eligible projects for countywide pedestrian funds. This memo addresses: the definition of countywide significance for pedestrian capital projects, areas of countywide significance, and criteria for evaluating capital projects competing for Measure B, Regional Bicycle/Pedestrian Program and other countywide pedestrian funding sources.

The memo was provided to the Pedestrian Plan Working Group at their February 22 meeting. Their comments and proposed modifications will be presented verbally to ACTAC.

Defining Areas of Countywide Significance

Unlike bicycle projects, pedestrian projects do not lend themselves to creating a countywide or regional network. Apart from countywide trail systems, pedestrian facilities are more nodal in nature. Therefore, regardless of the criteria used to rank competing projects, a definition of projects of countywide significance is needed. For the purposes of this prioritization process, defining countywide significance as, **“places that serve pedestrians traveling to/from a variety of locations throughout Alameda County and beyond”** is recommended. Below is a list of the proposed types of locations that follow from this definition, divided into three categories: transit, activity centers and trails.

Proposed Areas of “Countywide Significance”

Transit

- Trunklines, as defined by individual operators

Activity Centers

- Downtowns and major commercial districts
- Major employment centers
- Post-secondary educational institutions
- Hospitals and medical centers
- Major public venues
- Government buildings

Trails

- Bay Trail (spine and connectors)
- Iron Horse Trail segments that serve populated areas
- Other inter-jurisdictional trails that link populated areas

You will note that this list does not include *all* commercial districts or primary and secondary schools. Safe walk access to schools throughout Alameda County is critical to the safety of schoolchildren and others and will be an important component of the Countywide Pedestrian Plan. It is envisioned that the Plan will address this issue primarily through programs.

Refining Areas of Countywide Significance

Transit

Our working definition of transit areas of countywide significance is: “trunklines, as defined by individual operators.” To be meaningful and useful as criteria, this definition needs to be fleshed out, both in terms of (1) specifying which routes are trunklines for the

purposes of the countywide pedestrian program and (2) what the relationship of a project to these trunklines must be to be eligible for funding. A discussion of these two items follows.

Eligible Routes

Below are the trunklines that each Alameda County bus operator has designated. All rail and ferries that serve Alameda County are considered trunklines.

Bus Transit

AC Transit

AC Transit has designated the roadways, on which operate the system's highest ridership and most frequent routes, as their trunklines.

Trunklines:

- San Pablo Avenue from Downtown Oakland to Albany (and further north)
- International Blvd./E. 14th St from Downtown Oakland to Hayward
- Bancroft/Foothill/Shattuck/Telegraph from San Leandro to Berkeley
- Macarthur/40th St. from San Leandro and East Oakland to Emeryville
- University/College/Broadway in Berkeley/Oakland to Santa Clara St. in Alameda

Dumbarton Express

Dumbarton Express is a single express bus route which serves commuters traveling between the Union City BART station, Fremont and Newark and the Peninsula. Ongoing discussions are to eventually replace these buses with rail service via the Dumbarton rail corridor.

Trunkline: Dumbarton Express bus route.

Union City Transit

Union City operates a small bus system that provides local access to AC Transit, BART and Dumbarton Express, with most transfers occurring at the Union City BART station. Union City Transit selected as their trunkline routes those routes that have historically had the highest ridership numbers and operate along main arterial roads in Union City

Trunklines:

- Routes 1A/1B
- Route 2 Whipple

WHEELS

WHEELS serves the eastern portion of Alameda County. Its primary route carries 3,500 daily passengers to the Dublin/ Pleasanton BART station from Livermore, Pleasanton and

Dublin. The agency identifies two lines that could be considered trunklines because they serve many passengers, travel longer hours than other routes, and sometimes act as collectors from feeder routes. Both routes serve the Dublin/Pleasanton BART station and the Livermore Transit Center.

Trunklines:

- Route 10 (provides local service through all three communities and carries half of the system's total ridership)
- Route 12 (a semi-express that runs between eastern Dublin, downtown Livermore and Las Positas College)

Rail and Ferry Transit

Altamont Commuter Express (ACE)

Altamont Commuter Express, as its name implies, is primarily a commuter rail system, which operates six trains – three westbound morning trains and three westbound evening trains – from Stockton and Manteca through Alameda County and south to San Jose. ACE stops in Alameda County include Livermore, Pleasanton and Fremont.

Alameda/Oakland Ferry

The Alameda/Oakland Ferry carries commuters and tourists from Oakland's Jack London Square and the City of Alameda to San Francisco. At present, Jack London Square and the City of Alameda's Gateway Ferry Terminal are Alameda County's only ferry terminals; however, plans are being developed to recommence service from the Berkeley Marina.

Amtrak's Capitol Corridor

Capitol Corridor rail service operates between Sacramento and San Jose and has stops in Berkeley, Emeryville, Oakland, Hayward and Fremont.

BART

The Bay Area Rapid Transit District – the region's primary rail service – operates trains throughout the central Bay Area, including service to/from Berkeley, Oakland, San Leandro, Hayward, Union City, Fremont, Castro Valley and Dublin/Pleasanton.

Eligible Transit Projects

Once we have determined which transit lines are "trunklines" for the purposes of project prioritization, we need to figure out: (1) for each trunkline, which stops or stations are eligible; and (2) what the relationship of a project to eligible locations must be to be eligible for funding. Question #1 will be addressed when demand criteria are being developed.

For instance, by specifying how many additional pedestrians – or what percentage increase – a project hopes to attract, the demand criteria may effectively eliminate projects that serve transit stops that are unlikely ever to attract significant numbers of pedestrians.

For question #2, we have considered whether project eligibility should be limited to projects immediately adjacent to stops/stations or whether funding should be used to improve pedestrian access from points farther away. Given the limited amount of pedestrian funding available in Alameda County, the consultant team recommends focusing transit access dollars on projects that improve pedestrian access and safety at and immediately adjacent to transit stops/stations, but not farther out. The rationale for this recommendation is that crossings are essential for safely and conveniently accessing transit. Every bus round trip requires crossing the street on which the bus runs. Except for rail trips destined for points adjoining a given station, pedestrian access to and egress from rail also typically requires crossing adjacent streets. This approach would cover projects that improve street crossings at stops/stations, but other projects could be eligible as well, such as lighting, bus shelters, etc.

Activity Centers

To offer the best possible guidance to potential project sponsors, each “regional activity center” should be defined as specifically as possible. Below are recommended definitions:

Downtowns and major commercial districts

The central business district of any city in Alameda County, as defined by the local general, specific or downtown plan. Downtowns typically include retail, office and some level of residential development. In addition, a city's primary commercial districts, as defined by the local general plan. A major commercial district is a collection of principally retail and service establishments in a multi-block area, owned by numerous property owners. Unlike downtowns, major commercial districts need not – but may – include office and/or residential uses. Alameda County examples include Albany's Solano Avenue, Alameda's Park Avenue and redevelopment plans for Pleasanton's Hacienda Business Park.

Major employment center

Places that exceed a threshold employment density and a threshold employment level,¹ where density refers to the number of workers per square mile and level refers to the

¹ Anderson and Bogart, “The Structure of Sprawl: Identifying and Characterizing Employment Centers in Polycentric Metropolitan Areas, *American Journal of Economics and Sociology*, January 2001

absolute number of workers. Published thresholds are available for very large cities such as Indianapolis, Cleveland, St. Louis and Portland; none were found for smaller communities that would be applicable to most Alameda County cities.

Many Alameda County employment centers will already be included under the downtown/commercial district and University categories. The remaining concentrations of employment are located in business parks and at Lawrence Livermore Laboratory, places that typically have few services, particularly restaurants, and tend to be very automobile-oriented. In order to concentrate limited pedestrian funding in areas where there is the potential for frequent walking, it is recommended to consider eliminating this category.

Post-secondary educational institutions

The California Postsecondary Education Commission lists 45 such institutions in Alameda County, including two universities, seven community colleges, 11 accredited non-public four-year institutions, two accredited non-public two-year institutions, 17 state-approved institutions, and six institutions exempt from State approval.

Hospitals and medical centers

The Alameda County Department of Public Health lists 13 hospitals and medical centers in Alameda County.

Major public venues

Museums, centers for performing arts, concert halls, and professional sports facilities.

Government buildings

City halls, civic centers, central libraries and main post offices.

Eligible Activity Center projects

Pedestrian improvement projects that directly improve access at or adjacent to the locations described above would be eligible for countywide pedestrian funding.

Trails

Although there are many trails and systems of trails in Alameda County, not all are of countywide significance. Three categories of trails are proposed to meet the definition of countywide significance. All of these trails link jurisdictions and/or population centers and/or provide access to regional parks.

San Francisco Bay Trail

The Bay Trail is a partially completed, region-wide bicycle and pedestrian trail that, in Alameda County, will eventually form a continuous pathway along and near the shorelines of Albany, Berkeley, Emeryville, Oakland, Alameda, San Leandro, Hayward, Newark, Union City and Fremont. The Bay Trail consists of three types of segments: the spine, connectors and spurs. The spine is the primary Bay Trail alignment. Connectors link the spine to inland recreation sites, residential neighborhoods, employment centers, and public transit facilities. Spurs provide access from the spine to points of interest along the waterfront.

Given the definition of countywide significance, limiting eligible Bay Trail segments to the spine and connectors is recommended since these are the portions of the system that link populated areas. Furthermore, we recommend giving priority to spine segments in an attempt to complete the Bay Trail in Alameda County, thereby providing a continuous pedestrian network to all bayside communities.

Iron Horse Trail

The Iron Horse Trail – built along the alignment of an abandoned railroad right-of-way – provides Pleasanton and Dublin pedestrians access to the Dublin/Pleasanton BART station and to Contra Costa County communities. The East Bay Regional Park District (EBRPD), which owns and maintains the trail, has plans to extend the trail to Livermore and eventually to the San Joaquin County border.

The Iron Horse Trail is EBRPD's primary regional trail in eastern Alameda County and is comparable to the Bay Trail in that area. Given the definition of countywide significance, it is not recommended that segments east of Livermore be eligible for funding.

Other inter-jurisdictional trails that link populated areas

In addition to the Bay Trail and the Iron Horse Trail, there are other inter-jurisdictional trails that link populated areas in Alameda County. Examples of this category include the Ohlone Greenway, which travels under the elevated BART tracks through Albany and Berkeley (and to the north into Contra Costa County), the Jack London/Arroyo Mocho trail that links Livermore and Pleasanton, and segments of other EBRPD trails.

Eligible Trail Projects

Construction of trails and intersections of trails with roadways.

Project Prioritization Criteria Categories

Once we have defined where countywide projects are located, we must develop criteria with which to prioritize or score these projects. The first step of this process is to develop a list of possible criteria categories. A list of recommended criteria categories is below. Please note that the order of these criteria reflects individual ACTIA BPAC members' ranking, as communicated at their January 26 meeting.

1. **Demand**
 - Increases the number of people walking
 - Serves existing vs. new pedestrians (priority, if any, to be determined in Step #5)
 - Primarily serves utilitarian vs. recreational trips (priority, if any, to be determined in Step #5)
2. **Safety**
 - Improves safety and/or personal security
3. **Gap Closure**
 - Closes gaps in inter-jurisdictional pedestrian facilities
4. **Access to Areas of Countywide Significance**
 - a) Access to Transit
 - Improves access to trunkline stops and stations
 - b) Access to Activity Centers
 - Improves access to activity centers
 - c) Access to Regional Trails
 - Improves access to inter-jurisdictional trail systems
5. **At-Risk Populations**
 - Serves senior citizens, the disabled and schoolchildren
6. **Social Equity**
 - Serves economically disadvantaged neighborhoods
7. **Outside Funding**
 - Has outside funding and/or secured operating and maintenance funding
8. **Multi-modal Benefit**
 - Benefits bicyclists as well as pedestrians

Next Steps

ACTIA staff will refine the areas of countywide significance using input from ACTAC and ACTIA's BPAC, which is meeting on March 9. Subsequently, ACTIA and its consultant will begin developing the prioritization criteria and basic eligibility criteria, which will be

used in the next bicycle/pedestrian funding cycle. Additionally, ACTIA and its consultant will continue developing the toolkit and Funding chapter.

The next Pedestrian Plan Working Group meeting will be held on Wednesday, April 26 at 1:30pm at ACTIA. Interested members of ACTAC are welcome to attend, and should contact Rochelle Wheeler, ACTIA's Bicycle and Pedestrian Coordinator, to be added to the mailing list. Her contact information is: 510-267-6121, Email: rwheeler@acta2002.com.

A draft Countywide Pedestrian Plan is anticipated to be completed by June 2006, and the final Plan by July 2006. Staff will recommend reciprocal approval of the Countywide Strategic Pedestrian Plan (and Bicycle Plan Update) by both the ACTIA and CMA Boards, so that both agencies may use these documents for funding prioritization and planning.

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METROPOLITAN
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Memorandum

TO: Partnership Technical Advisory Committee (PTAC)

DATE: February 27, 2006

FR: Ross McKeown

RE: Revised Regional Project-Funding Delivery Policy for SAFETEA STP and CMAQ Funds

Background

The region has maintained an excellent project delivery record during the six-year period of the federal Transportation Equity Act for the Twenty-First Century (TEA-21). This outstanding delivery record was due to the hard work of Caltrans Local Assistance, the Congestion Management Agencies (CMAs), project sponsors and the regional project-funding delivery policies developed by MTC and the Bay Area Partnership. In an effort to maintain this delivery record during the Safe, Accountable, Flexible and Efficient Transportation Equity Act (SAFETEA) and maximize the amount of federal funds flowing into the region, MTC and the working group of the Bay Area Partnership have revised and updated the existing regional delivery policy to ensure it remains consistent with new state and federal guidance.

The revised policy responds to provisions in SAFETEA, increased scrutiny of federal funding deadlines, recent Caltrans procedural changes (see attachment) and anticipated future federal and state policies relating to the timely use of federal funds. The revisions are specifically intended to: improve management of the limited Obligation Authority (OA) available each fiscal year, meet pre and post-obligation funding deadlines and facilitate project delivery. The policy calls for the programming and obligation of funds consistent with the timing and availability of federal Obligation Authority. The increased emphasis on the management of funding in the project delivery process will ensure funds are available to sponsors when their projects are ready to be delivered, and minimize the potential loss of federal funds due to missed deadlines. Furthermore, the AB1012 deadlines imposed by State law will be met well in advance, and the region will be in a position to accept additional funding that may become available.

Over the past few months, the Project Delivery Task Force of the Bay Area Partnership's Finance Working Group (FWG) has met and discussed revisions to the regional project-funding delivery policy to reflect new state and federal requirements. The task force consisted of representatives of the CMAs, transit operators, counties, Caltrans, and MTC staff, and convened on November 22, 2005 and January 4, 2006. The revised policy was also discussed at the February Finance Working Group (FWG) meeting.

The following are key benefits of the revised policy:

- The policy continues to strengthen the region's delivery efforts, which has assisted the region and sponsors in delivering to the full apportionment and OA levels.
- Strengthens the region's ability to meet AB 1012 requirements, and incorporates Caltrans and FHWA post-obligation requirements, thus minimizing the risk of losing federal transportation funding.
- By holding firm and enforcing the funding deadlines, the region has been able to obligate all of its SAFETEA STP and CMAQ OA and apportionment to-date in a timely manner. This demonstrated success in the delivery of regional transportation projects supports subsequent requests for additional federal funding for the region.
- Provides flexibility for the CMAs to swap delayed projects with projects ready to use the funding.
- Establishes standard guidance to be applied for all regional STP and CMAQ programming cycles. A standardized policy makes it easier for project sponsors, MTC staff and Commissioners to implement project delivery strategies consistently among the programmed projects.

Significant New and Revised Regional Project-Funding Delivery Policies:

The following are the significant changes to the policy:

- Obligation deadline advanced from June 30th of the year programmed in the TIP to May 31. Revised deadline conforms to Caltrans' release of unused local OA on June 1st of each year.
- Obligation Request Submittal deadline advanced from April 1 of the year programmed in the TIP to March 1 in response to advanced obligation deadline.
- Implementing Agency must execute and return the Program Supplement Agreement (PSA) to Caltrans within 60 days of receiving the PSA from Caltrans. Funds for projects without a PSA within 6 months of obligation will be de-obligated. Previous deadline was one-year. Revised deadline conforms to new Caltrans policy.
- Implementing agencies are required to request a field review within 12 months of approval of the project in the TIP, but no less than 12 months prior to the obligation deadline of construction funds. Previous deadline was within 6 months of MTC's approval of the project in the TIP.
- Funds for construction must be awarded within 9 months of obligation and invoiced and reimbursed against within 12 months of the obligation of construction funds, and invoiced every six months thereafter. Previous Award deadline was one year after obligation.
- Funds must be invoiced and reimbursed for each obligated project phase at least once every six months following obligation. This is a new provision to conform to new guidance from Caltrans and FHWA.

- Projects must be closed out within 6 months of final invoice. Previous deadline was within one year of last expenditure. New requirement conforms to new guidance from Caltrans and FHWA.
- Implementing agencies that have projects that have missed these deadlines, regardless of federal fund source, are subject to limitations on future OA for subsequent projects, and restrictions on future programming. MTC will use past delivery as a criteria for future programming.
- Advance Construction Authorization (ACA) funding identified in the annual Obligation Plan has priority for OA over other projects. This new provision is intended to facilitate the use of ACA as a tool in project delivery. MTC will monitor the use of ACA so as not to impact delivery of other non-ACA projects.
- If a project or project phase will not be ready for obligation in the year programmed, the agency responsible for the project should request to delay the project prior to entering the program year. The agency shall be considered committed to delivering the project (obligating the funds) once the program year becomes the current fiscal year, and the Annual Obligation Plan has been developed for that year.

The intent of this regional project-funding delivery policy is to ensure implementing agencies do not lose any funds due to missing a federal or state funding deadline, while providing maximum flexibility in delivering transportation projects. MTC has established regional deadlines to provide the opportunity for implementing agencies, CMAs, Caltrans, and MTC to solve potential problems and bring the project back on-line in advance of losing funds.

The revised policy is scheduled to be presented to the Programming and Allocations Committee (PAC) for discussion and recommendation in April, to be considered for adoption by the Commission at its April 2006 meeting. If approved by the Commission, the provisions of the revised policy will take affect immediately, with the exception of the Obligation and Obligation Submittal deadlines, which will take affect in FY 2006-2007.

Proposed Schedule

Project-Funding Delivery Task Force Workshop 1	Policy Development	Nov. 22, 2005
Project-Funding Delivery Task Force Workshop 2	Policy Development	Jan. 4, 2006
Partnership Finance Working Group (FWG) Mtg.	Review and Discussion	Feb. 1, 2006
Partnership Technical Advisory Committee (PTAC) Mtg.	Discussion/Recommendation	Feb. 27, 2006
Programming & Allocations Committee (PAC) Mtg.	Discussion/Recommendation	Apr. 2006
Commission Meeting	Adoption	Apr. 2006

Attachment: Proposed Revised Regional Project-Funding Delivery Policy for STP/CMAQ funds during SAFETEA

Attachment: Caltrans Obligation Procedures Letter

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**Metropolitan Transportation Commission
Regional Project Funding Delivery Policy
for SAFETEA - STP and CMAQ Funding
Proposed Draft Version: 02-08-2006
DRAFT**

General Policy

The region has established deadlines for funding in the regional Surface Transportation Program (STP) and Congestion Mitigation and Air Quality Improvement (CMAQ) Program to ensure timely project delivery against state and federal funding deadlines. This resolution establishes a standard policy for enforcing project funding deadlines and project substitutions for these funds during the Safe, Accountable, Flexible, Efficient Transportation Equity Act (SAFETEA) and subsequent extensions.

STP and CMAQ funds are to be programmed in the Transportation Improvement Program (TIP), up to the apportionment level for that fiscal year, in the fiscal year in which the funds are to be obligated by the Federal Highway Administration (FHWA) or transferred to the Federal Transit Administration (FTA), similar to the programming of the State Transportation Improvement Program (STIP).

The regional STP and CMAQ programs are project specific. Projects are chosen for the program based on eligibility, project merit, and deliverability within the established deadlines. The programmed STP and CMAQ funds are for those projects alone.

It is the responsibility of the implementing agency at the time of project application and programming to ensure the regional deadlines and provisions of the regional project funding delivery policy can be met. Agencies with difficulty in delivering existing federal-aid projects will have future programming and Obligation Authority (OA) restricted for additional projects until the troubled projects are brought back on schedule, and the agency has demonstrated it can delivery new projects within the required deadlines.

MTC staff will actively monitor and report the obligation status of projects to the Finance Working Group (FWG) of the Bay Area Partnership. The FWG will monitor project funding delivery issues as they arise and make recommendations to the Partnership Technical Advisory Committee (PTAC) as necessary.

The implementing agency or MTC may determine that circumstances may justify changes to the STP and CMAQ programming. These changes, or amendments to these regional programs, are not routine. All proposed changes will be reviewed by MTC staff before any formal actions on program amendments are considered by the Commission. All changes must follow MTC policies on the Public Involvement Process and Federal Air Quality Procedures and Conformity Protocol. Changes must be consistent with the Regional Transportation Plan (RTP), must not adversely affect the expeditious implementation of Transportation Control Measures (TCMs), must comply with the provisions of Title VI, must not negatively impact the deliverability of other projects in the regional programs, and must not affect the conformity finding in the TIP.

In selecting projects to receive redirected funding, the Commission may use existing lists of projects that did not receive funding in past programming exercises, or direct the funds to

agencies with proven on-time project delivery, or could identify other projects with merit to receive the funding, or retain the funding for future programming cycles. Final decisions regarding the reprogramming of available funds will be made by the Commission.

Project Cost Savings/Reductions in Scope/Project Failures

Projects may be completed at a lower cost than anticipated, or have a minor reduction in scope resulting in a lower project cost, or may not proceed to implementation. In such circumstances, the implementing agency must notify MTC, Caltrans and the appropriate county Congestion Management Agency (CMA) within a timely manner that the funds resulting from these project-funding reductions will not be used. Federal regulations require that the project proceed to construction within 10 years of initial federal authorization of any phase of the project. Furthermore, if a project is canceled, or fails to proceed to construction in 10 years, FHWA will de-obligate any remaining funds, and the agency is required to repay any reimbursed funds.

Important Tip: If a project is canceled as a result of the environmental process, the agency does not have to repay reimbursed costs for the environmental activities. However, if a project is canceled after the environmental process is complete, or a project does not proceed to construction within 10 years, the agency is required to repay all reimbursed federal funds.

Project funding reductions accrued prior to the established obligation deadline are available for redirection within the program of origin. Savings within the county CMA administered programs (such as the Local Streets and Roads Rehabilitation program) are available for redirection within the program by the respective CMA, subject to Commission approval. Project funding reductions within regional competitive programs, such as the regional Transportation for Livable Communities (TLC) program, or for regional operations projects, such as 511-Travinfo®, are available for redirection by the Commission.

For all programs, projects using the redirected funding reductions prior to the obligation deadline must still obligate the funds within the original deadline. Project funding reductions or unused funds realized after the obligation deadline return to MTC. Any STP/CMAQ funds that have been obligated but remain unused will be deobligated and returned to the Commission for redirection.

Advanced Project Selection Process

Obligations for funds advanced from future years of the TIP will be permitted only upon the availability of surplus OA with Advance Construction Authorization (ACA) projects in the annual obligation plan having first priority for OA in a given year, and current programmed projects that have met the delivery deadlines having second priority for OA in a given year. Advanced obligations will be based on the availability of OA and will only be considered after March 1 of each fiscal year. In some years OA may not be available for advancements until after June 1, but the funds must be identified in the annual obligation plan, and the obligation request for the advanced OA must be received by Caltrans prior to June 1.

Implementing agencies wishing to advance projects may request Advance Construction Authorization from FHWA, or pre-award authority from FTA, to proceed with the project using

local funds until OA becomes available. ACA does not satisfy the obligation deadline requirement.

Important Tip: Caltrans releases unused local OA on June 1 of each year. Projects that do not access their OA through obligation or transfer to FTA by that date are subject to having their funds taken by other regions. This provision also allows the advancement of projects after June 1, by using unclaimed OA from other regions.

Annual Obligation Plan

California Streets and Highway Code 182.6(f) requires the regions to notify Caltrans of the expected use of OA each year. Any local OA, and corresponding apportionment that is not used by the end of the fiscal year will be redistributed by Caltrans to other projects in a manner that ensures the state continues to receive increased obligation authority during the annual OA redistribution. There is no provision in state statute the local apportionment and OA used by the state will be returned.

MTC will prepare an annual Obligation Plan at the beginning of each federal fiscal year, based on the funding programmed in the TIP, and the apportionment and OA expected to be available. This plan will be the basis upon which obligations will be made for the year. It is expected that the CMAs and project sponsors with funds programmed in the TIP will assist in the development of the plan by ensuring the TIP is kept up to date, and if necessary, review the plan prior to submittal to Caltrans. Projects listed in the plan that do not receive an obligation are subject to de-programming. Projects to be advanced from future years, or converted from ACA must be included in the plan to receive priority for obligations against available OA.

If a project or project phase will not be ready for obligation in the year programmed, the agency responsible for the project should request to delay the project prior to entering the program fiscal year. The agency shall be considered committed to delivering the project (obligating the funds or transferring to FTA) once the program year becomes the current fiscal year, and the annual Obligation Plan has been developed for that year.

Advance Construction Authorization (ACA)

Agencies that cannot meet the regional, state or federal requirements have the option to use Advance Construction Authorization (ACA) rather than seeking an obligation of funds and risk losing the funds due to missing subsequent deadlines. For example if the expenditure of project development funds or award of a construction contract cannot easily be met within the required deadline, the agency may consider using ACA until the project phase is underway and the agency is ready to invoice. ACA may also be considered by agencies that prefer to invoice once – at the end of the project, rather than invoice on the required semi-annual basis.

ACA conversion to full obligation receives priority in the annual obligation plan. MTC will monitor the availability of OA to ensure delivery of other projects is not impacted by ACA conversions. At the end of the federal authorization Act, ACA may be the only option available should the region's OA be fully used.

Programming to Apportionment in the year of Obligation

Federal funds are to be programmed in the TIP, up to the apportionment level available, in the fiscal year in which the funds are to be obligated by FHWA or transferred to FTA. The implementing agency is committed to obligate/transfer the funds by the required obligation deadline once the program year in the TIP becomes the current year, and the annual Obligation Plan has been developed for that year. This will improve the overall management of federal apportionment and Obligation Authority (OA) within the region and help ensure apportionment and OA are available for projects that are programmed in a particular year. It will also assist the region in meeting federal financial constraint requirements. At the end of the federal authorization Act, MTC will reconcile any differences between final apportionments, programmed amounts, obligations and actual OA received.

Specific Policy Provisions

Projects selected to receive STP or CMAQ funding must have a demonstrated ability to use the funds within the established regional, state and federal deadlines. This criterion will be used for selecting projects for funding, and for placement of funding in a particular year of the TIP. Agencies with a continued history of being delivery-challenged and continue to miss funding delivery deadlines will have restrictions placed on future obligations and programming.

It is the responsibility of the implementing agency to ensure the funds can be used within the established regional, state and federal deadlines and that the provisions of the regional funding delivery policy can be met. It is also the responsibility of the implementing agency to continuously monitor the progress of the programmed funds against regional, state and federal deadlines, and to report any potential difficulties in meeting these deadlines, to MTC, Caltrans and the appropriate county CMA within a timely manner, to seek solutions to potential problems well in advance of potential delivery failure or loss of funding.

Specific provisions of the Regional Project Funding-Delivery Policy are as follow:

- **Field Reviews**

Implementing agencies are required to request a field review from Caltrans Local Assistance within 12 months of approval of the project in the TIP, but not less than 12 months prior to the obligation deadline of construction funds. This policy also applies to federal-aid projects in the STIP. The requirement does not apply to projects for which a field review would not be applicable, such as FTA transfers, regional operations projects and planning activities.

Failure for an implementing agency to make a good-faith effort in requesting and scheduling a field review from Caltrans Local Assistance within twelve months of programming into the TIP could result in the funding being reprogrammed and restrictions on future programming and obligations.

- **Environmental Submittal Deadline**

Implementing agencies are required to submit a complete environmental package to Caltrans for all projects (except those determined Programmatic Categorical Exclusion as determined by Caltrans at the field review), twelve months prior to the obligation deadline for right of way or construction funds. This policy creates a more realistic time frame for projects to progress from the field review through the environmental and design process, to the right of way and construction phase. If the environmental process, as determined at the field review, will take longer than 12 months before obligation, the implementing agency is responsible for delivering the complete environmental submittal in a timely manner. Failure to comply with this provision could result in the funding being reprogrammed. The requirement does not apply to FTA transfers, regional operations projects or planning activities.

- **Disadvantaged Business Enterprise (DBE)**

Obligation of federal funds may not occur for contracted activities (any combination of environmental/ design/ construction/ procurement activities performed outside the agency) until and unless an agency has an approved DBE program and goals methodology for the current federal fiscal year. Therefore, agencies with federal funds programmed in the TIP must have a current approved DBE Program and annual goals/methodology (if applicable) in place prior to the fiscal year the federal funds are programmed in the TIP.

STP/CMAQ funding for agencies without approved DBE goals for the current year are subject to redirection to other projects after March 1. Agencies should begin the DBE process no later than January 1 to meet the March 1 deadline. Projects advanced under the Expedited Project Selection Process (EPSP) must have an approved DBE program and annual goals/ methodology for the current year (if applicable) prior to the advancement of funds.

Important Tip: An agency DBE plan is required before the obligation of federal funds. Furthermore, an annual DBE goals methodology must be approved prior to the obligation of federal funds for services to be contracted out (such as environmental/ design/ construction/ procurement activities performed outside the agency). An annual DBE goals/methodology may not be required if the activities (such as environmental/design or construction) are to be performed in-house using internal staff resources. It generally takes a minimum of 90 days (including a minimum 45-day public comment period) to have an annual DBE goals/methodology approved. Due to the complexities of the DBE requirements, agencies should contact Caltrans Local Assistance to determine whether an annual DBE goals methodology is required. If an annual DBE goals/methodology is required agencies are encouraged to begin the process by June of the preceding federal fiscal year, so the process may be complete by the beginning of the federal fiscal year in October.

- **Obligation/Submittal Deadline**

Projects selected to receive STP and CMAQ funding must demonstrate the ability to obligate programmed funds by the established obligation deadline. This criterion will be used for

selecting projects for funding, and for placement in a particular year of the TIP. It is the responsibility of the implementing agency to ensure the deadlines can be met.

In order to ensure funds are obligated or transferred to FTA in a timely manner, the implementing agency is required to deliver a complete funding obligation / FTA Transfer request package to Caltrans Local Assistance by March 1 of the year the funds are listed in the TIP. Projects with complete packages delivered by March 1 of the programmed year will have priority for available OA, after ACA conversions that are included in the Obligation Plan. If the project is delivered after March 1 of the programmed year, the funds will not be the highest priority for obligation in the event of OA limitations, and will compete for limited OA with projects advanced from future years. Funding for which an obligation/ FTA transfer request is submitted after the March 1 deadline will lose its priority for OA, and be viewed as subject to reprogramming.

Important Tip: Once a federal fiscal year (October 1 – September 30) has begun, and the Obligation Plan for that year developed, the agency is committed to obligating/transferring the funds by the required obligation deadline for that fiscal year. Funding that does not meet the obligation deadline is subject to de-programming by MTC.

Within the CMA administered programs, such as the Local Streets and Roads Rehabilitation program, the CMAs may adjust delivery, consistent with the program eligibility requirements, up until March 1 of the programmed year, swapping funds to ready-to-go projects in order to utilize all of the programming capacity. The substituted project(s) must still obligate the funds within the original funding deadline.

For funds programmed through regional competitive programs, such as the regional Transportation for Livable Communities (TLC) program, or for regional operations projects, such as 511-TravInfo®, or for planning activities, such as the CMA planning activities, the Commission has discretion to redirect funds from delayed or failed projects.

STP and CMAQ funds are subject to an obligation/FTA transfer deadline of May 31 of the fiscal year the funds are programmed in the TIP. Implementing agencies are required to submit the completed request for obligation or FTA transfer to Caltrans Local Assistance by March 1 of the fiscal year the funds are programmed in the TIP, and receive an obligation/ FTA transfer of the funds by May 31 of the fiscal year programmed in the TIP. For example, projects programmed in FY 2007-08 of the TIP have an obligation/FTA transfer request submittal deadline (to Caltrans) of March 1, 2008 and an obligation/FTA transfer deadline of May 31, 2008. Projects programmed in FY 2008-09 have an obligation request submittal deadline (to Caltrans) of March 1, 2009 and an obligation/FTA transfer deadline of May 31, 2009. No extensions will be granted to the obligation deadline.

- Submittal Deadline: March 1 of the fiscal year programmed in the TIP. The Implementing Agency is required to submit a complete obligation/transfer package to Caltrans (3 months prior to the Obligation Deadline).

- **Obligation Deadline:** May 31 of the fiscal year programmed in the TIP. No extensions will be granted to the obligation deadline.

March 1 - Regional submittal deadline. Complete package submittals, and ACA conversion requests for projects in the annual obligation plan received by March 1 of the fiscal year the funds are programmed in the TIP will receive priority for obligations against available OA.

March 1 – May 31 - Projects submitted during this timeframe are subject to deprogramming. If OA is still available, these projects may receive OA if obligated by May 31. If OA is limited, these projects will compete for OA with projects advanced from future years on a first come-first serve basis. Projects with funds to be advanced from future years must request the advance prior to May 31, in order to secure the funds within that federal fiscal year.

May 31 - Regional obligation deadline. Funds not obligated (or transferred to FTA) by May 31 of the fiscal year programmed in the TIP will be returned to MTC for reprogramming. No extensions of this deadline will be granted. Projects seeking advanced obligations against funds from future years should request the advance prior to May 31 in order to secure the funds within that federal fiscal year.

The obligation deadline may not be extended. The funds must be obligated by the established deadline or they will be de-programmed from the project and redirected by the Commission to a project that can use the funds in a timely manner.

Note: Advance Construction Authorization does not satisfy the regional obligation deadline requirement, except under certain circumstances such as when Caltrans uses ACA for state projects.

Important Tip: In some years OA for the region may be severely limited, especially toward the end of the federal Authorization Act. When OA is limited, ACA conversions identified in the annual obligation plan and submitted before the deadline of March 1 have priority, followed by other projects in the annual obligation plan submitted before the deadline of March 1. Projects in the obligation plan but submitted after March 1 may have OA (and thus obligations) restricted and may have to wait until OA becomes available – either after June 1, with unused OA is released from other regions, or into the following federal fiscal year when Congress approves additional OA. Obligation requests submitted after the March 1 deadline have no priority for OA for that year.

- **Program Supplement Agreement (PSA) Deadline**

The implementing agency must execute and return the Program Supplement Agreement (PSA) to Caltrans within 60 days of receiving the PSA from Caltrans. The agency must contact Caltrans if the PSA is not received from Caltrans within 60 days of the obligation. This requirement does not apply to FTA transfers.

Agencies that do not execute and return the PSA to Caltrans within 60 days of receipt from Caltrans will be unable to obtain any future approvals for any projects, including obligation and payments, until all PSAs for that agency, regardless of fund source, meet the 60-day PSA execution requirement. Funds for projects that do not have an executed PSA within 6 months of obligation are subject to deobligation by Caltrans.

- **Construction Advertisement / Award Deadline**

For the Construction (CON) phase, the construction/equipment purchase contract must be advertised within 6 months of obligation and awarded within 9 months of obligation. However, regardless of the advertisement and award deadlines, agencies must still meet the invoicing deadline for construction funds. Failure to advertise and award a contract in a timely manner could result in missing the subsequent invoicing deadline, resulting in the loss of funding.

Agencies must submit the notice of award to Caltrans within 30 days of contract award, in accordance with Local Assistance procedure. Agencies with projects that do not meet these deadlines will have future programming and OA restricted until their projects are brought into compliance.

For FTA projects, funds must be approved/awarded in an FTA Grant within one federal fiscal year following the federal fiscal year in which the funds were transferred to FTA.

Important Tip: Agencies may want to use the flexibility provided through Advance Construction Authorization (ACA) if it will be difficult to meet the advertisement and award deadlines. Agencies may consider proceeding with ACA and converting to a full obligation at time of award when project costs and schedules are more defined or when the agency is ready to invoice.

- **Invoicing Deadline**

Funds for each federally funded (Environmental (ENV/ PA&ED), Preliminary Engineering (PE), Final Design (PS&E) and Right of Way (R/W) phase must be invoiced at least once every six months following obligation.

Funds for the Construction (CON) phase must be invoiced and reimbursed against at least once within 12 months of the obligation, and then invoiced at least once every 6-months there after. Funds that are not invoiced at least once every 12 months are subject to de-obligation. There is no guarantee that funds will be available to the project once de-obligated.

If a project does not have eligible expenses within a 6-month period, the agency must provide a written explanation to Caltrans Local Assistance for that six-month period and submit an invoice as soon as practicable to avoid missing the 12-month invoicing and reimbursement deadline.

Agencies with projects that have not been invoiced against and reimbursed within a 12-month period, regardless of federal fund source, will have restrictions placed on future programming and OA until the project is properly invoiced. Funds that are not invoiced at least once every 12 months are subject to project funding adjustments by FHWA.

Important Tip: In accordance with Caltrans procedures, federal funds must be invoiced against for each obligated phase at least once every six months. Funds that are not invoiced and reimbursed at least once every 12 months are subject to project funding adjustments by FHWA. There is no guarantee the funds will be available to the project once de-obligated. Agencies that prefer to submit one final billing rather than semi-annual progress billings can use ACA to proceed with the project, then convert to a full obligation prior to project completion. ACA does not meet the obligation deadline, but ACA conversions do receive priority in the annual obligation plan.

- **Inactive Projects**

Most projects can be completed well within the state's deadline for funding liquidation or FHWA's ten-year proceed-to-construction requirement. Yet it is viewed negatively by both FHWA and the California Department of Finance for projects to remain inactive for more than twelve months. It is expected that funds for completed phases will be invoiced immediately for the phase, and projects will be closed out within six months of the final project invoice. Funds that are not invoiced and reimbursed at least once every 12 months are subject to project funding adjustments by FHWA. There is no guarantee the funds will be available to the project once de-obligated.

- **Liquidation/Reimbursement Deadline**

Funds must be liquidated (fully expended, invoiced and reimbursed) within six years of obligation.

California Government Codes 16304.1 and 16304.3 places additional restrictions on the liquidation of federal funds. Generally, federal funds must be liquidated (fully expended, invoiced and reimbursed) within 6 state fiscal years following the fiscal year in which the funds were appropriated. Funds that miss the state's liquidation/ reimbursement deadline will lose State Budget Authority and be de-obligated if not reappropriated by the State Legislature, or extended (for one year) in a Cooperative Work Agreement (CWA) with the California Department of Finance. This requirement does not apply to FTA transfers.

- **Project Completion /Close-Out Deadline**

Implementing Agencies must fully expend federal funds on a phase one year prior to the estimated completion date provided to Caltrans.

At the time of obligation, the implementing agency must provide Caltrans with an estimated completion date for that project phase. Any unreimbursed federal funds remaining on the

phase after the estimated completion date has passed, is subject to project funding adjustments by FHWA.

Projects must be properly closed out within six months of final project invoice. Projects must proceed to construction within 10 years of federal authorization of the initial phase.

Federal regulations require that federally funded projects proceed to construction within 10 years of initial federal authorization of any phase of the project. Furthermore, if a project is canceled, or fails to proceed to construction in 10 years, FHWA will de-obligate any remaining funds, and the agency is required to repay any reimbursed funds. If a project is canceled as a result of the environmental process, the agency does not have to repay reimbursed costs for the environmental activities. However, if a project is canceled after the environmental process is complete, or a project does not proceed to construction within 10 years, the agency is required to repay all reimbursed federal funds.

Agencies with projects that have not been closed out within 6 months of final invoice will have future programming and OA restricted until the project is closed out or brought back to good standing by providing written explanation to Caltrans Local Assistance, the applicable CMA and MTC.

Consequences of Missed Deadlines

It is the responsibility of the implementing agency to ensure the funds can be used within the established regional, state and federal deadlines and that the provisions of the regional funding delivery policy, and other state and federal requirements, can be met. It is also the responsibility of the implementing agency to continuously monitor the progress of the project against these regional, state and federal funding deadlines and report any potential difficulties in meeting these deadlines to MTC, Caltrans and the appropriate county CMA within a timely manner. MTC, Caltrans and the CMAs are available to assist the implementing agencies in meeting the funding deadlines, and may be able to find solutions that avoid the loss of funds.

Agencies that do not meet these funding deadlines risk the loss of federal funds. To minimize such losses to the region, and encourage timely project delivery, agencies that continue to be delivery-challenged and/or have current projects that have missed the funding deadlines will have future obligations and programming restricted until their projects are brought back into good standing. Projects are selected to receive STP or CMAQ funding based on the implementing agency's demonstrated ability to deliver the projects within the funding deadlines. An agency's proven delivery record will be used for selecting projects for funding and placement in a particular year of the TIP, and for receipt of OA.

Regional Project Funding Delivery Policy Intent

The intent of this regional funding delivery policy is to ensure implementing agencies do not lose any funds due to missing a federal or state funding deadline, while providing maximum flexibility in delivering transportation projects. It is also intended to assist the region in managing Obligation Authority, and in meeting federal financial constraint requirements. MTC has purposefully established regional deadlines in addition to state and federal funding deadlines

to provide the opportunity for implementing agencies, the CMAs, Caltrans, and MTC to solve potential project delivery issues and bring projects back on-line in advance of losing funds due to a missed funding deadline. The policy is also intended to assist in project delivery, and ensure funds are used in a timely manner.

Although the policy specifically addresses the regional STP and CMAQ funds managed by MTC, the state and federal deadlines cited apply to all federal-aid funds administered by the state (with few exceptions such as Congressionally mandated projects including Earmarks). Implementing agencies should pay close attention to the deadlines of other state and federal funds on their projects so as not to miss any other applicable funding deadlines.

This regional project-funding delivery policy was developed by the San Francisco Bay Area's Partnership, through the Project Delivery Task Force of the Bay Area Partnership's Finance Working Group (FWG), consisting of representatives of Caltrans, the county Congestion Management Agencies (CMAs), transit operators, counties, and MTC staff. The policy will be presented to the Bay Area's Partnership Technical Advisory Committee (PTAC) in February for further discussion. The revised policy is scheduled for adoption by the Commission in March 2006.

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Milestone	Deadline	Authority	Consequence of Missed Deadline
Programming in TIP	Agency committed to obligate / transfer funds by May 31 of the year programmed in TIP	Regional	Deprogramming of funds and redirection to other projects that can use the OA.
Field Review (If applicable)	Within 12 months of inclusion in TIP	Regional	Restrictions on future programming, obligations and OA until deadline is met.
Pre-Draft Environmental Document Submittal (Non-Cat Ex)	12 months prior to obligation of Right of Way or Construction funds	Regional	Reprogramming of funds.
MTC Annual Obligation Plan	Beginning of each federal fiscal year	Regional	Funds not identified in MTC's annual Obligation Plan do not receive priority for OA and may need to wait until after June 1 to receive obligation/ transfer of funds.
Disadvantaged Business Enterprise (DBE) Goals (If Applicable)	Start by January 1, complete by March 1, of year programmed in TIP	Regional	Deprogramming of funds and redirection to other projects that can use the OA if not obligated by May 31.
Obligation/ FTA Transfer Request Submittal	March 1 of year programmed in TIP	Regional	Project loses priority for OA. Other projects in region may be given OA.
Obligation/ Transfer to FTA	May 31 of year programmed in TIP	Regional	Deprogramming of funds and redirection to other projects that can use the OA.
Release of Unused OA	June 1	Caltrans	Unused OA is made available for other regions to access.
End of Federal Fiscal Year. - OA no Longer Available	August 30	Caltrans, Federal	FHWA Obligation system shut down. Unused OA at the end of the federal fiscal year is taken for other projects. No provision the funds taken will be returned.
Program Supplement Agreement (PSA)	60 days after receipt from Caltrans 6 months after obligation	Caltrans	Restrictions on future programming, obligations and OA until deadline is met. De-obligation of funds by Caltrans after 6 months.
Construction Advertisement	6 months after obligation	Regional	Restrictions on future programming, obligations and OA until deadline is met
Construction Award	9 months after obligation	Regional	Restrictions on future programming, obligations and OA until deadline is met
Invoicing & Reimbursement	Agency must invoice and receive reimbursement at least once every 6 to 12-months following obligation of funds	Caltrans, Federal, Regional	Explanation in writing if funds not invoiced in past 6-month period. (Caltrans) Funding adjustment if project inactive for 12 months. (FHWA) Restrictions on future programming, obligations and OA if agency has not invoiced and received reimbursement at least once every 12-months after obligation. (MTC)
Liquidation	6 years after obligation	State of California	Loss of State Budget Authority and de-obligation by State of California
Project Close-Out	6 months after final invoice	Caltrans, Regional	Explanation in writing. (Caltrans) Restrictions on future programming, obligations and OA. (MTC)

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*Flex your power!
Be energy efficient!*

September 19, 2005

To: Metropolitan Planning Organizations
Regional Transportation Planning Agencies

Dear Executive Directors:

Re: Procedural Changes in Managing Obligations

By the end of each federal fiscal year (September 30), the Federal Highway Administration (FHWA) is required to certify that all unexpended project obligations are still needed for projects in order for the state to continue receiving federal funds.

In 2004, the U.S. Department of Transportation's Office of Inspector General (OIG) issued a "Report on Inactive Obligations, FHWA FI-2004-039". The report's primary focus was on projects with funds obligated and no expenditure activities for twelve months or longer. This report also indicated that approximately 20 percent of the inactive funding was no longer needed and could be deobligated to fund other transportation projects. The report was critical of FHWA and the various states' Department of Transportation for not actively seeking these unneeded funds and applying them to new projects.

California Department of Transportation Director, Will Kempton, also addressed this inactive obligation issue in a letter dated August 22, 2005. Director Kempton asked for your cooperation in our efforts in reducing the level of inactive obligations.

As of August 2005, there were approximately 2300 local assistance projects with no expenditure activity for at least one year and a total unexpended obligated balance of approximately \$486 million.

In response to the OIG's report, and in an effort to assist FHWA in certifying that all obligations are needed, the California Department of Transportation (Department) will implement the following procedural changes effective October 1, 2005:


1. If a Program Supplement Agreement (PSA) is not executed and returned by an Agency within sixty (60) days of receiving the PSA from the Department, that Agency will be unable to obtain any future approvals for any projects, including obligations and invoice payments, until all PSAs for that Agency meet the 60-day PSA execution requirement.

2. Funds for projects that do not have executed PSAs within six (6) months of the actual effective obligation date will be deobligated.
3. All new PSAs will require local agencies to submit invoices for eligible expenses at least once every six months for each project phase until all funds are expended. If an Agency does not have eligible expenses, then the Agency needs to provide a written explanation for that six month period along with the target date and target amount for the next invoice submittal. This requirement will also apply to all present existing projects.
4. At project award, if the estimated construction cost is less than the amount obligated to that project for construction cost by more than \$50,000, the excess amount will be deobligated by the Department.
5. All new requests for the obligation of federal funds will require an estimated completion date for that project phase.

The Department is working closely with FHWA to reduce the number of projects on the inactive obligation report. Reports will be sent out periodically to all regions and local agencies showing projects with an inactive obligation. We are requesting that the regions work closely with their local agencies to submit invoices for eligible costs, to deobligate excess funds not needed and to submit final invoices for projects that have been completed. Deobligated funds would be available to fund other projects.

Please contact Laura Quintana at (916) 653-7200 if you have any questions.

Sincerely,



TERRY L. ABBOTT
Chief
Division of Local Assistance

c: Will Kempton, Director
Deputy District Directors for Local Assistance
District Local Assistance Engineers